

Welcome to Payroll!

Post in the Chat

Your Name

Where you work

How long you have been at UF

Any animal family members you have



HALLOOOOO!

Emmett!
'Greetings'
sounds way
more
professional!
Can't take you
anywhere...

1

Topic Overview

1. Walk through an overview of Payroll from various perspectives.
2. Learners post questions and responses in the chat.
3. Learners will figure out the activity answers in a small group.



2

Who are we?

We are responsible for processing your paycheck! This means we:

- Process HR and Student Employment data to pay University employees
- Process certain non-wage payments
- Assist and manage employment tax issues
- Process payments to Foreign National or Nonresident Aliens (NRAs)

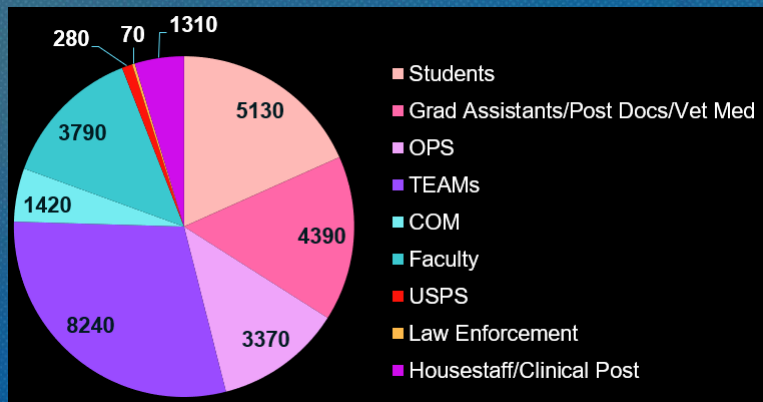


We're one big crazy family, too!

3

Who are we?

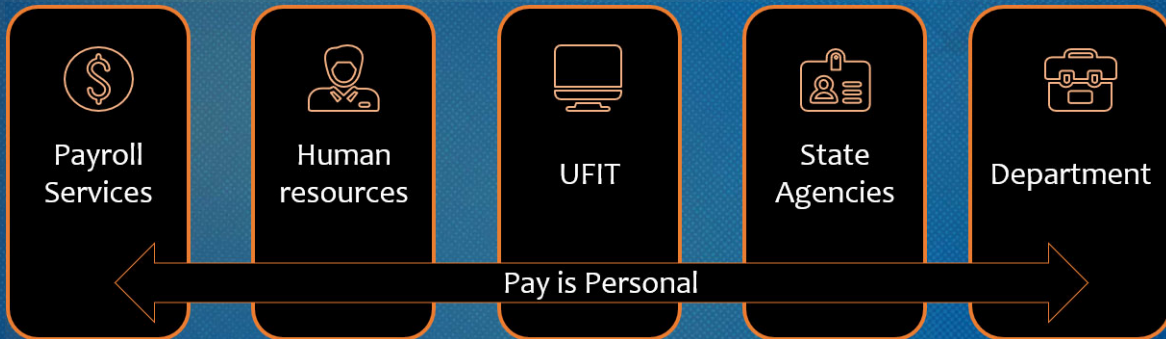
UF pays a large variety of employees:



4

Who are we?

Processing employee paychecks is a team effort, but it is very personal for our employees.



5

Employees

Whoooooo!
I'm going to be
the best UF
employee EVER!



Squeak, do you
even know anything
about your own
paycheck yet?



Well, no. But
I will soon!

6

The university has two new employees! Squeak and Cali just started at UF and are wondering what they need to know about their payroll. Lucky for them, they came to the right place! We'll share with them a bit about the timing related to their paychecks, a calendar to help them remember important dates, and even a little bit about their direct deposit options.



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Paychecks

Pay Schedule: Biweekly

Pay Week: Begins 12:01 am on Friday and ends at 12:00 midnight on Thursday

Pay Method: Direct Deposit (for all employees, including temporary and students)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Last Day of Pay Period	5 1st Day of Pay Period	6
7	8	9	10	11	12 Pay Day!! \$	13
14	15	16	17	18 Last Day of Pay Period	19 1st Day of Pay Period	20
21	22	23	24	25	26 Pay Day!! \$	27

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Schedule of Paydays and Critical Dates

Commonly called a “pay calendar” this is an important document that lets you know pay period beginning and ending dates, HR deadlines, and other important information for each pay period in a fiscal year.

Pay Period I.D.	Pay Period Begins	Pay Period Ends	Time & Labor Closes	Payday	Human Resource Deadline 5:00pm *
B062322	06/10/22	06/23/22	06/23/22	07/01/22	06/17/22
B070722	06/24/22	07/07/22	07/07/22	07/15/22	06/30/22
B072122	07/08/22	07/21/22	07/21/22	07/29/22 (3)	07/15/22
B080422	07/22/22	08/04/22	08/04/22	08/12/22	07/29/22
B081822	08/05/22	08/18/22	08/18/22	08/26/22	08/12/22

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Direct Deposits

Two types of Direct Deposit Accounts:

1. Balance (Primary): This is the primary account where your paycheck is deposited - there must always be a balance account. It can be changed, but never deleted.
2. Amount: There can be up to (2) Amount Accounts in addition to the Balance Account. These have a stated amount – your paychecks will go into your amount account(s) first, with the remainder going into the Balance Account.

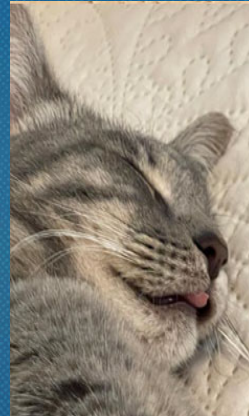
Please note: Travel reimbursements will only be deposited into the first amount account (if there is more than one)

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Trivia Time!



We gotta
keep you
awake
somehow!
... or not.



I'm
awake!

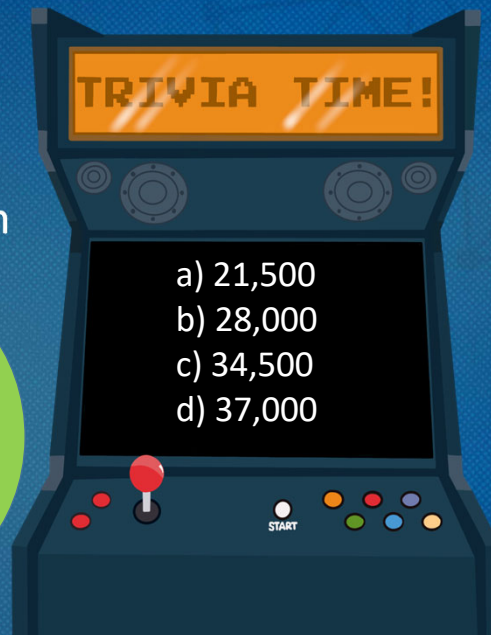
11

Trivia

On average, how many
employees does UF pay in
a biweekly?



Well,
there's
me, my
supervisor,
their
boss...



12

Supervisors



Ahem,
there will
be no
sleeping
on the job!



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Approving Time and Labor

All time must be approved by **Friday morning at 10:00 am** on a payroll closing week.

Best Practices:

- ✓ Different people entering and approving time
- ✓ Approve time and leave daily (at least weekly)
- ✓ Clear any exceptions

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Approving Time and Labor

Approving time is an important responsibility - when approving time or leave, you are confirming that:

1. You have reviewed the information.
2. You are satisfied the information is complete and accurate.
3. You have had any questions answered to your satisfaction.
4. You understand what you are approving.
5. You are accountable for the transaction and are willing to defend it.



If you are not comfortable approving the transaction after getting all relevant information, you should NOT approve it! Contact the employee to make corrections or bring it to the attention of your supervisor.

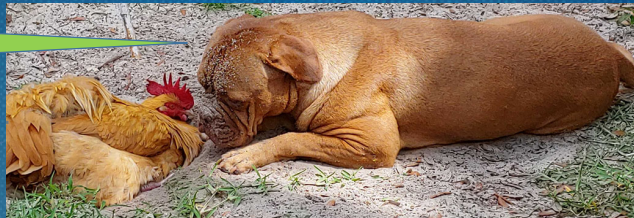
15

Exceptions

Exceptions are problems with time and leave reported by an employee.

This digging isn't fun anymore, Mr. Wooster...

Keep going! We haven't found the problem yet!

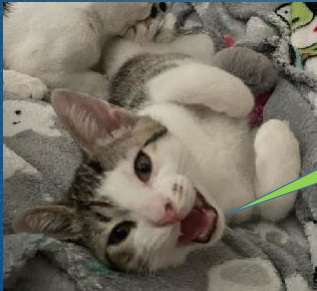


You should work with employees to “clean up” any exceptions, such as correcting the number of hours worked, when required. Wait for the system to refresh overnight to check exceptions again. Contact Payroll Services with any questions about an exception that you do not understand!

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Viewing Payroll Information in myUFL

Wolfy only approved 16 vacation hours for his exempt employee, Scribble. He's concerned Scribble might have forgotten to update his timesheet to show regular time for the rest of the work week so he checks Payable Time Detail. He sees that the remaining 24 hours of regular time are in 'estimated' status and all is well.



Told you it was in there!

Better safe than sorry is what I always say.

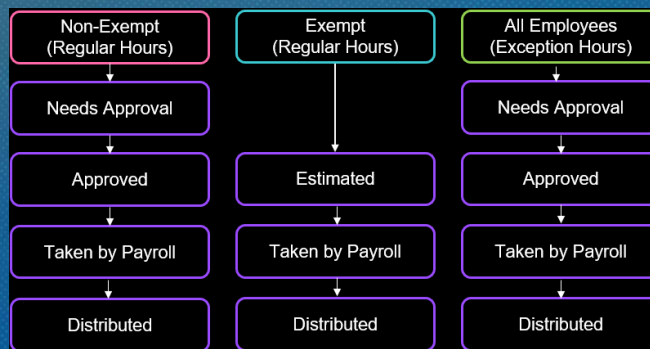


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Viewing Payroll Information in myUFL

Payable Time Detail is used in reviewing an employee's time prior to payroll closing. It shows the status of hours for a range of dates and identifies who approved time and when.

Payable Time Detail Flowchart



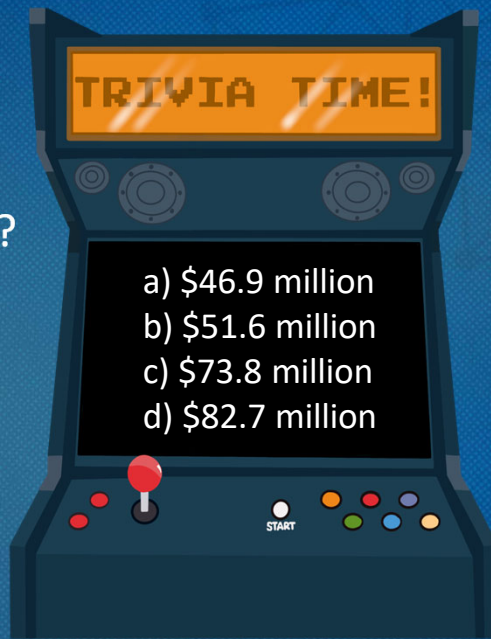
18

Trivia

How much does UF pay in gross wages each biweekly?



I know, I know!!!



- a) \$46.9 million
- b) \$51.6 million
- c) \$73.8 million
- d) \$82.7 million

Payroll Processors

This is a very serious job, Moo.

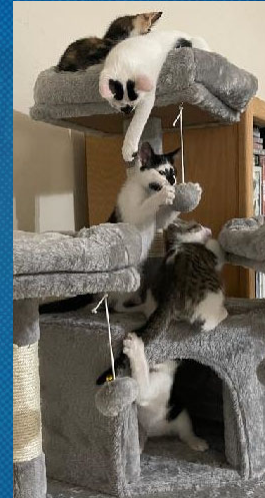


Don't worry. This is my serious look.



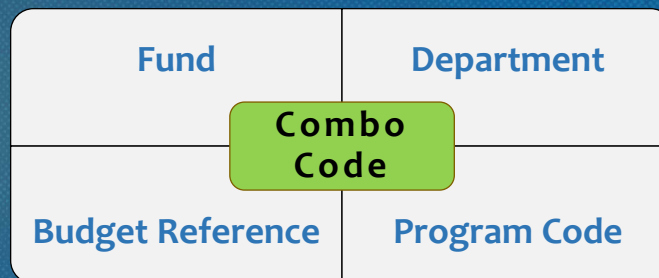
Payroll Distributions

- One of the tasks that is usually part of the payroll processor's duties is setting up a payroll distribution for employees in the system's Department Budget Table (DBT).
- Payroll distributions assign an individual's pay to a funding source – it could be one source or multiple sources.



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Payroll Distributions



A **combo code** is a 7- or 9-digit number that represents a complete Chartfield and is entered on the employee's Department Budget Table.

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Payroll Distributions

The Theater department just hired a new faculty member, Dr. Brooklyn Teagle, to join their team on 8/5. Opal, the department payroll processor, will need to create a distribution before payroll closes.



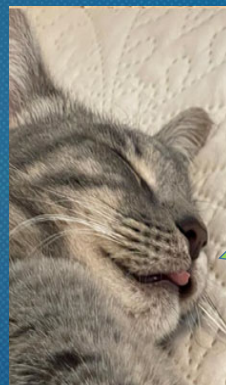
Pleased to make your acquaintance!
Looking forward to many exciting
adventures in the arts!

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Payroll Distributions

While Opal had every intention of entering the distribution as soon as Dr. Brooklyn's hire was in the system, she got caught up in a catnap and it's now 8/15, only four days until payroll closes!

Thankfully, Payroll Services sends out a "**Missing Distributions List**" listserv Monday-Friday of payroll closing week. These lists remind departments which employees are missing a distribution for that fiscal year.



Uh oh, I
better get up
and enter Dr.
Brooklyn's
distribution
in the DBT!

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Payroll Distributions

FYIs for Distributions



The system looks at the DBT for **Exempt** employees over the two week pay period and distributes based on the **10 business days** unless they are hired/termed within the pay period on Job Data.



The system looks at the DBT for **Non-Exempt/Hourly** employees over the **five business days** on one week of the pay period unless they are hired/termed during the pay period in Job Data.

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Payroll Distributions

Dr. Brooklyn is getting a lump sum payment (LSP) for a relocation allowance to move his doghouse. This LSP needs to be charged to a special funding source.

Empl ID 12345678 Teagle, Brooklyn D
 Empl Record 0
 Effective Date 08/05/2022 Eff Seq 0 Status Active End Date 08/18/2022 Date Entered 08/17/2022

Earnings Distribution

Earnings Code	Sequence Number	Combination Code	Distribution %
1 LSP	1	000130945	100.000
2	1	000224257	100.000

The line for the earnings code 'LSP' on his DBT for the date range of the whole pay period and charge 100% to the special funding source.

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Payroll Distributions

Opal successfully entered a distribution for Dr. Brooklyn in time for his first pay period. It's now September and he was just notified that a grant he's been working on has been successfully transferred from his previous institution to UF.

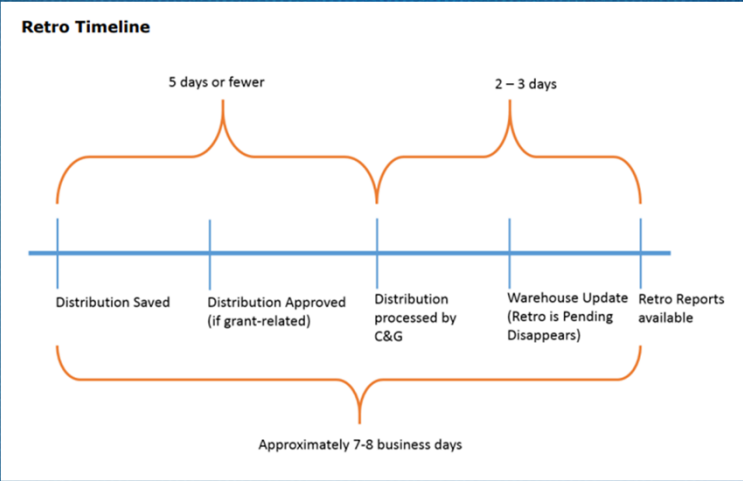
He reaches out to Opal and asks her to charge 60% of his salary to the grant starting back on his hire date of 8/5.



I'm going back to bed!

Payroll Distributions

Distribution corrections are done through a retroactive (“Retro”) change to a payroll distribution, known in myUFL as the Payroll Department Budget Table (DBT).

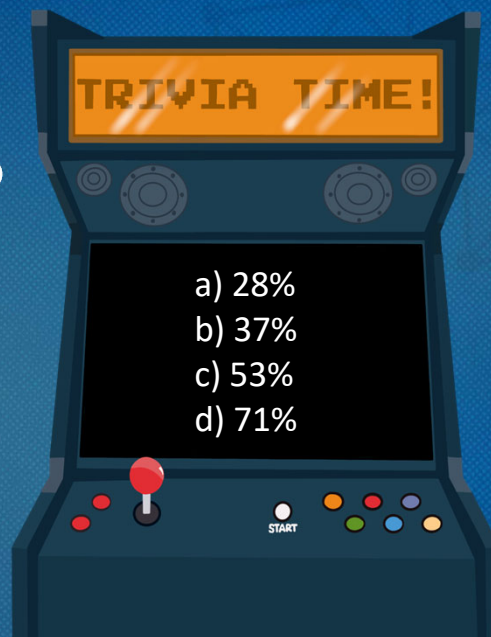


Trivia

Payroll expenses make up what percentage of UF's total expenses?



Woof do you think?



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Reviewing Time and Labor Paylists



Sleep? Oh, you meant reviewing the paylists... yeah, that too!

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Reviewing Time and Labor Paylists

Preliminary Paylist

The preliminary paylist is available Wednesday, Thursday, and Friday of a payroll closing week, this should be used to:

- ✓ 1. Compare the standard hours to the number of hours being paid.
- ✓ 2. Compare the bi-weekly pay amount to the amount being paid.
- ✓ 3. Compare leave reported to leave actually taken.
- ✓ 4. Confirm that holidays are accurately reported.
- ✓ 5. Review hours for terminated or new employees, as well as any employees who had a retroactive change to FTE or pay.

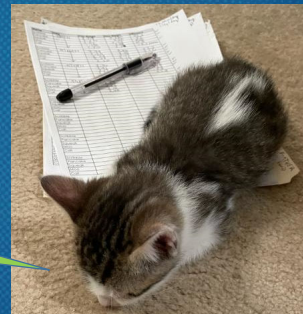
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Reviewing Time and Labor Paylists

Final Paylist

Final paylists are available Monday after a payroll closing week. This should be used to confirm what an employee was actually paid, and that all the items are accurate.

Whew! Final
paylist is reviewed.
Now I'm going to
sleeeeeeep...



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Reviewing Time and Labor Paylists

So what can happen if you don't review your paylists closely?



Don't do it! Trust me, I might have made a big mess of things...

Yes, she did! And I'm having to fix it.



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Wage Underpayments

- K-os is an hourly employee who entered all her time on her timesheet before the payroll deadline of 8/18. However, when she got her paycheck, she was only paid for the first week.
- She asked her supervisor, Mr. Wooster, why her paycheck was short. Mr. Wooster explained that unfortunately, she was underpaid because he forgot to approve her time before the 10am deadline on 8/19.

Oh dear!



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Wage Underpayments

Best Practice:

- Review preliminary paylists!
- There should always be a backup reviewer available to approve time for any of your department's employees.



Why are you under there?

You said I had a wage underpayment. So I figured I'd find my payment under the stairs!

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Emergency Payroll Checks

Departments can request an emergency check if:

- An employee was paid less than **80%** of his/her regular time (based on FTE)
- Employee was not at fault



Um, we might could use a little assistance...



What is the most common reason for an emergency check?

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Emergency Payroll Checks

Supervisors must ensure that a backup approver is available if unable to approve the time to avoid creating a financial hardship for the employee.

Whew, tell me about it! That was a close one.



All emergency checks are paid as direct deposit except for beneficiary payments.

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Emergency Payroll Checks



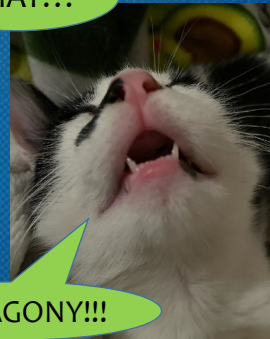
1. By 5:00pm on Tuesday of payday week – emergency check is paid as direct deposit on payday (Friday).**
2. By noon on the Monday following payday – emergency check is paid as direct deposit on Thursday. **

** Subject to change around accelerated schedules.

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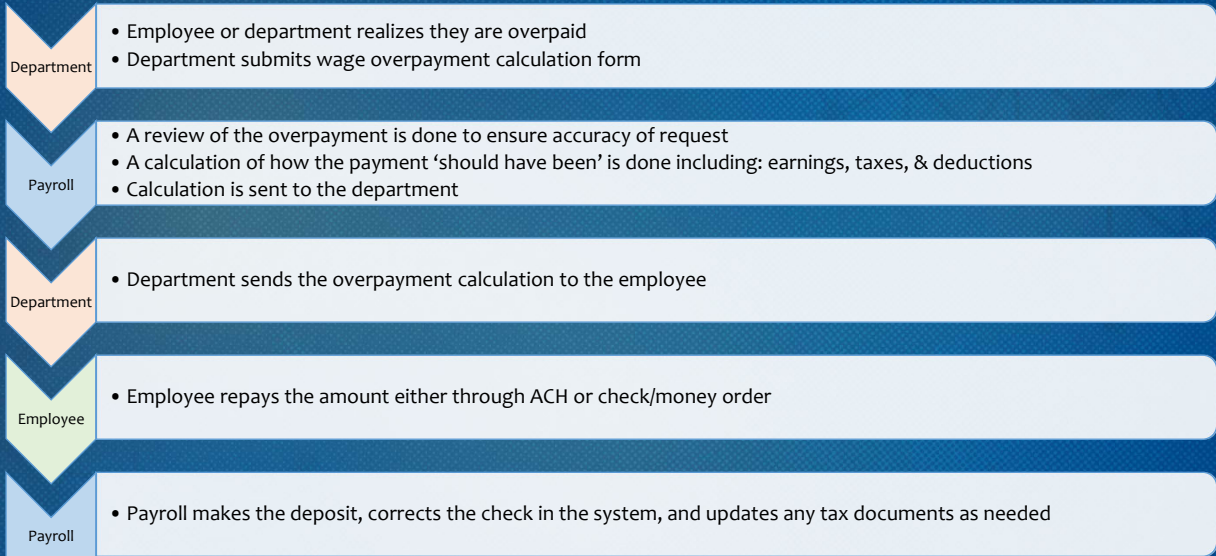
Wage Overpayments

Emmett had a busy month chasing squirrels. He was so tired he forgot to notify his department HR that one of his exempt employees, Pancake, had resigned. Now Pancake has been paid for the whole pay period instead of just the two days he was owed. Uh oh...



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Wage Overpayments



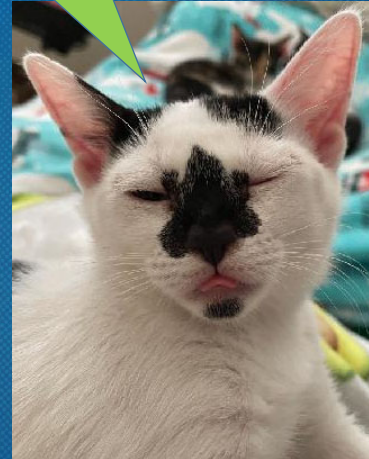
40

Wage Overpayments

Best Practice:

- Review preliminary paylists!
- Specifically review time for any employees terminated during the pay period, or any that were recently terminated.

My brain hurts!



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Reporting Fraud

If you are not sure if fraud is happening, talk to someone in Finance & Accounting, a trusted advisor, a supervisor, or someone you trust.

To report potential legal, policy, or ethical conduct violations or concerns.

Anonymous Compliance Hotline: 1-877-556-5356
<https://app.mycompliancereport.com/report.aspx?cid=uofl>

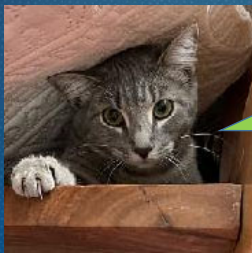
University of Florida Compliance Hotline:
<https://compliance.ufl.edu/uf-compliance-hotline-2/>

UF Controller's Office: 352-392-1321

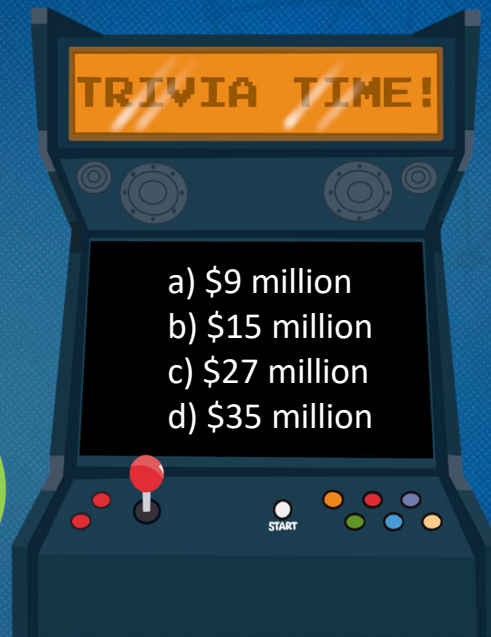
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Trivia

How much does UF pay their payroll vendors for things such as retirement and health benefits each biweekly?



10 bags
of cat
food?

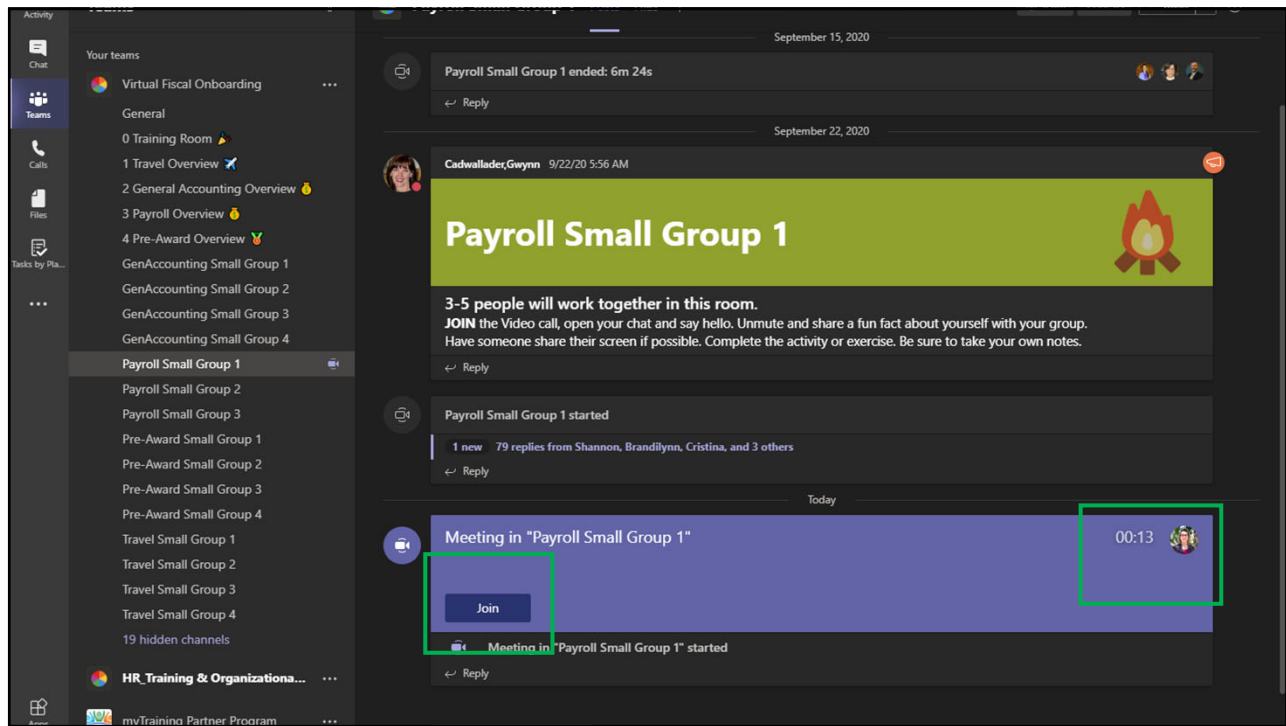


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Payroll Exercises

1. Read each scenario
2. Answer the discussion questions for each part
3. Use the handouts and payroll to assist you when answering
4. Be ready to share out

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Small Group Room

1. Self-select your “room”
 - a) Last names A-M in Group 1
 - b) Last name N-Z in Group 2
2. Find Exercise 1 in the handout
3. Join the Video call
4. Open your chat within the video call and say Hello

SMEs will be in the room with you to see if you have questions.

? LOST?
@FOhelp or @Payrollhelp

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Payroll Exercise 1: Exceptions

The Payroll Processor in the Fitness department noticed a few of their employees had time exceptions. They started by reviewing the Timesheet and Payable Time Detail. Can you spot what is wrong with each employees' time?

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time						
Exceptions ?						
Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
03/04/2021	TLX9999	Time Administration	Unresolved	High	Exceptions	

Summary Exceptions Payable Time						
Exceptions ?						
Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
03/4/2021	TLX10064	Time Administration	Unresolved	High	Invalid Punch Order.	

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Payroll Exercise 1: Exceptions

Jayne Phonda is an hourly employee who enters their time in the punch timesheet. What is causing the exception and how should it be fixed?

Timesheet										
Phonda, Jayne						Employee ID 53333661				
STU AST - NON-CLERICAL & ADMIN						Empl Record 0				
Actions						Earliest Change Date 03/04/2021				
Select Another Timesheet										
*View By Week				Previous Week Next Week						
*Date 02/26/2021				Reported Hours 4.00 Elapsed Timesheet						
From 09/11/2020 to 09/17/2020 ?										
Add Comments	Day	Date	Reported Status	Exception	In	Out	In	Out	Punch Total	
	Fri	2/26	New							
	Sat	2/27	New							
	Sun	2/28	New							
	Mon	3/1	New							
	Tue	3/2	New							
	Wed	3/3	New							
	Thu	3/4	Submitted		8:00:00AM	12:00:00PM	1:00:00PM		4.00	

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Payroll Exercise 1: Exceptions

Suzann Summers an exempt employee who was on vacation on March 4th. What is causing the exception and how should it be fixed?

Timesheet

Summers, Suzann Employee ID 42144443
 EXT.AST.SCTS.I Empl Record 0
 Actions Earliest Change Date 03/04/2021

I UNDERSTAND that the below hours may not accurately reflect my actual daily hours but represent the weekly (Friday – Thursday) total. By submitting my time, I agree that my total actual hours meet or exceed total time reported.

Select Another Timesheet

*View By Week Previous Week Next Week
 *Date 02/26/2021

Reported Hours 48.00 Punch Timesheet

From Friday 02/26/2021 to Thursday 03/04/2021

Fri 2/26	Sat 2/27	Sun 2/28	Mon 3/1	Tue 3/2	Wed 3/3	Thu 3/4	Total	Time Reporting Code
8.00			8.00	8.00	8.00	8.00	40.00	120-Regular Faculty - FAC
						8.00	8.00	185-Vacation Used - VAC

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Payroll Exercise 1: Exceptions

Richard Symmuns is an hourly employee who recorded some leave time during the pay period. (Note: Symmuns continues onto the next slide.)

Payable Time Detail

Symmuns, Richard Employee ID 59893216
 Administrative Support AST I Employment Record 0
 Actions Start Date 02/26/2021 End Date 03/04/2021

Payable Status Filter

Payable Time

Overview Time Reporting Elements Task Reporting Elements Cost and Approval

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
02/26/2021	Approved		TNE	8.00	Hours
03/01/2021	Approved		FSK	7.34	Hours
03/02/2021	Approved		TNE	8.75	Hours
03/03/2021	Approved		TNE	7.00	Hours
03/03/2021	Approved		VAC	1.00	Hours
				Total Quantity	32.09

Return to Select

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Payroll Exercise 1: Exceptions

Timesheet

Symmuns, Richard Employee ID 59893216
 Administrative Support AST I Empl Record 0
 Actions ▼ Earliest Change Date 02/18/2021

Select Another Timesheet

*View By Week Previous Week Next Week
 *Date 02/26/2021 Reported Hours 40.00 Elapsed Timesheet

From 02/12/2021 to 02/18/2021

Add Comments	Day	Date	Reported Status	Exception	In	Out	In	Out	Punch Total	Time Reporting Code
	Fri	2/26	Submitted		7:30:07AM	12:30:08PM	1:30:07PM	4:30:09PM	8.00	
	Sat	2/27	New							
	Sun	2/28	New							
	Mon	3/1	Submitted							945-FMLA Sick - FSK - 7.34 hours
	Tue	3/2	Submitted		7:30:08AM	2:05:19PM	3:05:19PM	5:10:29PM	8.66	
	Wed	3/3	Submitted							185-Vacation Used - VAC - 1.00 hours
			Submitted		7:30:10AM	10:30:00AM	11:30:00AM	1:00:11PM	4.50	
			Submitted		2:00:10PM	4:30:00PM			2.50	
	Thu	3/4	Submitted							110-Regular TEAMS (H) - TNE - 8 hours

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Payroll Exercise #2

- Read the scenario
- Answer the discussion questions
- Use the handout on the following slide to assist you
- Be ready to share out



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Part 1: Reviewing the Paylist



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Scenario #1 – Reviewing Paylists

You are a payroll processor in the music department (Department ID 10001000), responsible for reviewing and approving time for (5) employees. This includes the following:

- 1 FAPD (Post Doc Associate), Baun Jevity(0.5 FTE)
- 1 OPS Employee, Witknee Hughston (0.75 FTE)
- 2 TEAMS Non-Exempt Employees, Cindy Loppur and You Two (1.0 FTE each)
- 1 TEAMS Exempt Employee, Mikel Jaxson (1.0 FTE)

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Part 1: Reviewing the Paylist

Line #1 (Baun Joevy)

- What is the employee’s FTE?
- Is the employee paid hourly (non-exempt) or salary (exempt)?
- What is the issue with this employee?
- What could be causing this issue?

Employees Missing Paychecks													
	Empl ID	Name	Empl Rec#	Employment Eff Dt	Empl Status	Job DeptID	Latest Job Action Dt	Compensation Frequency	Empl Type	Compensation Rate	Standard Hours	FTE	Sal Admin Plan
1	01234567	Joevy,Baun	4	Jan 24, 2021	A	10001000	Jan 29, 2021	E	E	\$14.00	20.00	0.50	FAPD

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Payable Time Detail					
Joevy, Baun			Employee ID 01234567		
POSTDOC ASST			Employment Record 4		
Actions					
Start Date		07/09/2021			
End Date		07/22/2021			
Previous Employee					
Payable Status Filter					
Payable Time					
Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval		
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
07/09/2021	Rejected by Payroll	Not Processed in Payroll	PD8	4.00	Hours
07/12/2021	Rejected by Payroll	Not Processed in Payroll	PD8	4.00	Hours
07/13/2021	Rejected by Payroll	Not Processed in Payroll	PD8	4.00	Hours
07/14/2021	Rejected by Payroll	Not Processed in Payroll	PD8	4.00	Hours
07/15/2021	Rejected by Payroll	Not Processed in Payroll	PD8	4.00	Hours
07/16/2021	Rejected by Payroll	Not Processed in Payroll	PD8	4.00	Hours
07/19/2021	Rejected by Payroll	Not Processed in Payroll	PD8	4.00	Hours
07/20/2021	Rejected by Payroll	Not Processed in Payroll	PD8	4.00	Hours
07/21/2021	Rejected by Payroll	Not Processed in Payroll	PD8	4.00	Hours
07/22/2021	Rejected by Payroll	Not Processed in Payroll	PD8	4.00	Hours
Return to Select				Total Quantity	40.000000

How would you correct this issue?

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Part 1: Reviewing the Paylist

Lines #2 and #3 (Mikel Jaxson)

- Why are there two lines for this employee?
- Does this employee have time missing?

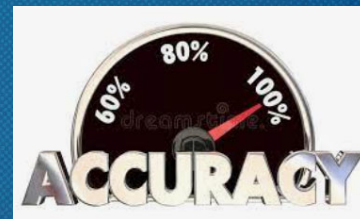
Preliminary Payroll Listing:

	Empl ID	Name	Paylist Dept Descrip	Job Empl Rec #	FTE	Earnings Beg Date	Earnings End Date	Earnings Code	Standard Hours	Actual Hours	Hrly Rate/ Bi-Wkly Rate	Actual Gross	Total Gross
2	12345678	Jaxson, Mikel	MUSIC DEPT	0	1.00	Jul 09, 2021	Jul 22, 2021	SCK	80.00	8.00	\$1762.45	\$176.25	\$1762.45
3	12345678	Jaxson, Mikel	MUSIC DEPT	0	1.00	Jul 09, 2021	Jul 22, 2021	TMS	80.00	72.00	\$1762.45	\$1,586.21	\$1762.45

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Part 1: Reviewing the Paylist

- What are some ways you could make sure that the time reported is accurate?
- How does your department track leave?



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Part 1: Reviewing the Paylist

Lines #6-10 (You Two)

- What does the Earns Code (Time Reporting Code) LSP stand for?
- What are some potential reasons for this?

Preliminary Payroll Listing:

	Empl ID	Name	Paylist Dept Descrip	Job Empl Rec #	FTE	Earnings Beg Date	Earnings End Date	Earnings Code	Standard Hours	Actual Hours	Hrly Rate/ Bi-Wkly Rate	Actual Gross	Total Gross
6	34567891	Two,You	MUSIC DEPT	2	1.00	Jul 09, 2021	Jul 15, 2021	LSP	80.00	0.00	\$20.00	\$87.50	\$1,775.00
7	34567891	Two,You	MUSIC DEPT	2	1.00	Jul 09, 2021	Jul 15, 2021	TNE	80.00	40.00	\$20.00	\$800.00	\$1,775.00
8	34567891	Two,You	MUSIC DEPT	2	1.00	Jul 16, 2021	Jul 22, 2021	LSP	80.00	0.00	\$20.00	\$87.50	\$1,775.00
9	34567891	Two,You	MUSIC DEPT	2	1.00	Jul 16, 2021	Jul 22, 2021	TNE	80.00	24.00	\$20.00	\$480.00	\$1,775.00
10	34567891	Two,You	MUSIC DEPT	2	1.00	Jul 16, 2021	Jul 22, 2021	VAC	80.00	16.00	\$20.00	\$320.00	\$1,775.00

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Part 1: Reviewing the Paylist

Lines #6-10 (You Two)

- Example of a Lump Sum Payment reason

LUMP SUM PAYMENTS (Earnings Code: LSP)
Codes to be used for payments to nonresident aliens are provided under earning codes specifically designed for NRAs.

Earnings Code	Reason	Reason Code (for queries, etc.)	Description	ACA	Eligibility
LSP	Other	OTH	As needed (e.g., K-9 allowance for exempt UPD)	N	ALL, except FWSP, STAS, STBW, GA09, GA12

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Part 1: Reviewing the Paylist

Lines #11 and #12 (Witknee Hughston)

- What type of employee is Witknee Hughston?
- What is her hourly pay rate?
- How many hours would you expect with a 0.75 FTE?

Preliminary Payroll Listing:

	Empl ID	Name	Paylist Dept Descrip	Job Empl Rec #	FTE	Earnings Beg Date	Earnings End Date	Earnings Code	Standard Hours	Actual Hours	Hrly Rate/ Bi- Wkly Rate	Actual Gross	Total Gross
11	45678912	Hughston, Witknee	MUSIC DEPT	0	0.75	Jul 09, 2021	Jul 15, 2021	TMP	60.00	6.50	\$15.00	\$97.50	\$570.00
12	45678912	Hughston, Witknee	MUSIC DEPT	0	0.75	Jul 16, 2021	Jul 22, 2021	TMP	60.00	31.50	\$15.00	\$472.50	\$570.00

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Table Handout #2: Time Reporting Codes

Workgroup	Descr	TRC	Descr
OPNSTA	OPS - Non Ex - Stu Asst	STU	130-Student Assistant
OPNTMP	OPS - Non Ex -Temp Hire	TMP	155-Temporary Hire (H)
OPNTMP8	OPS NE TMP NRA 18	TH8	Temporary Hire (H) NRA18- Teach
OPNTMP9	OPN Temp Hire NRA 19	TH9	Temporary Hire (H) NRA19- St/T
PDA	Post Doc - Exempt - 9/10/12	PDA	120-Regular PDA
TME	TEAMS - Exempt - 9/10/12	TMS	115-Regular TEAMS (S)
TME8	TEAMS Exempt NRA	TS8	TEAMS (S) NRA 18 - Teach
TME9	TEAMS A&P NRA 19	TS9	TEAMS (S) NRA 19- Study/Train
TMEUS	TEAMS - Exempt - (USPS)	TMS	115-Regular TEAMS (S)
TMNCOMP	TEAMS - Non Ex - (CT)	TNE	110-Regular TEAMS (H)
TMNCOMP8	TEAMS N.E. Comp NRA 8	TN8	TEAMS (H) NRA 18
TMNCOMP9	TEAMS N.E. Comp NRA 9	TN9	TEAMS (H) NRA 19
TMNCPSCH	TEAMS N. Exp - Comp - Schedule	TNE	110-Regular TEAMS (H)
TMNCPSCH8	TEAMS N.E. - Comp-NRA8- Sched	TN8	TEAMS (H) NRA 18
TMNOT	TEAMS - Non Ex - (OT)	TNE	110-Regular TEAMS (H)
TMNOT8	TEAMS N.E. OT NRA8	TN8	TEAMS (H) NRA 18

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Scenario #2: Personnel Changes

For the same department in Scenario 1, the following personnel actions happened:

- The TEAMS Exempt Employee (M. Jaxson) resigned effective 7/29/2021.
- The replacement is a TEAMS Non-Exempt Employee (Lyenull Rychey), hired effective 7/23/2021. Lyenull is being hired into a new position that will be partially paid between Music (75%) and Theater (25%) – there is only one employee record, just the payment is being split between the two departments.

Use Table Handout #1: Schedule of Paydays and Critical Dates for deadline information.

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Pay Period I.D.	Pay Period Begins	Pay Period Ends	Time & Labor Closes	Payday	Human Resource Deadline 5:00pm *
B070821	06/25/21	07/08/21	07/08/21	07/16/21	07/01/21
B072221	07/09/21	07/22/21	07/22/21	07/30/21 (3)	07/16/21
B080521	07/23/21	08/05/21	08/05/21	08/13/21	07/30/21
B081921	08/06/21	08/19/21	08/19/21	08/27/21	08/13/21
B090221	08/20/21	09/02/21	09/02/21	09/10/21 (1)	08/27/21
B091621	09/03/21	09/16/21	09/16/21	09/24/21	09/10/21
B093021	09/17/21	09/30/21	09/30/21	10/08/21	09/24/21
B101421	10/01/21	10/14/21	10/14/21	10/22/21	10/07/21
B102821	10/15/21	10/28/21	10/28/21	11/05/21	10/22/21
B111121	10/29/21	11/11/21	11/10/21	11/19/21	11/04/21
B112521	11/12/21	11/25/21	11/22/21	12/03/21	11/15/21
B120921	11/26/21	12/09/21	12/09/21	12/17/21	12/03/21
B122321	12/10/21	12/23/21	12/16/21	12/31/21 (3)	12/10/21
B010622	12/24/21	01/06/22	01/06/22	01/14/22	12/23/21
B012022	01/07/22	01/20/22	01/20/22	01/28/22	01/13/22
B020322	01/21/22	02/03/22	02/03/22	02/11/22 (4)	01/28/22
B021722	02/04/22	02/17/22	02/17/22	02/25/22	02/11/22
B030322	02/18/22	03/03/22	03/03/22	03/11/22	02/25/22
B031722	03/04/22	03/17/22	03/17/22	03/25/22	03/11/22
B033122	03/18/22	03/31/22	03/31/22	04/08/22	03/25/22
B041422	04/01/22	04/14/22	04/14/22	04/22/22 (2)	04/08/22
B042822	04/15/22	04/28/22	04/28/22	05/06/22 (5)	04/22/22
B051222	04/29/22	05/12/22	05/12/22	05/20/22	05/06/22
B052622	05/13/22	05/26/22	05/26/22	06/03/22	05/20/22
B060922	05/27/22	06/09/22	06/09/22	06/17/22	06/03/22
B062322	06/10/22	06/23/22	06/23/22	07/01/22	06/17/22

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Bold type indicates accelerated payroll schedule due to holiday observances.

- (1) Begins the 16 bi-weekly fringe benefit deductions.
- (2) Last pay period of the 16 bi-weekly fringe benefit deductions.
- (3) Third (3rd) pay day of the month. There will be limited deductions taken.
- (4) Begins the double deductions for 9 and 10 month employees.
- (5) Last pay period of the double deductions for 9 and 10 month employees.

* Human Resource supporting documents for changes that affect the next payday must be submitted to the appropriate Human Resource department (Student Employment, Academic Personnel, Recruitment & Staffing) by 5:00pm.

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Part 2: Personnel Changes

- What is important to do when an employee, especially an Exempt employee, separates from the University?
- In this case, what would you need to do regarding Payroll for Mikel’s termination?
- What can happen if these steps are not followed?

Table Handout #1: Schedule of Paydays and Critical Dates for Fiscal Year 2021-2022

Pay Period I.D.	Pay Period Begins	Pay Period Ends	Time & Labor Closes	Payday	Human Resource Deadline 5:00pm *
B070821	06/25/21	07/08/21	07/08/21	07/16/21	07/01/21
B072221	07/09/21	07/22/21	07/22/21	07/30/21 (3)	07/16/21
B080521	07/23/21	08/05/21	08/05/21	08/13/21	07/30/21
B081921	08/06/21	08/19/21	08/19/21	08/27/21	08/13/21

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Part 2: Personnel Changes

Using Table Handout #1: Schedule of Paydays and Critical Dates, what is the HR deadline for Mikel’s termination to be processed in myUFL? Mikel resigned effective 7/29/2021.

Table Handout #1: Schedule of Paydays and Critical Dates for Fiscal Year 2021-2022

Pay Period I.D.	Pay Period Begins	Pay Period Ends	Time & Labor		Human Resource Deadline 5:00pm *
			Closes	Payday	
B070821	06/25/21	07/08/21	07/08/21	07/16/21	07/01/21
B072221	07/09/21	07/22/21	07/22/21	07/30/21 (3)	07/16/21
B080521	07/23/21	08/05/21	08/05/21	08/13/21	07/30/21
B081921	08/06/21	08/19/21	08/19/21	08/27/21	08/13/21

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Part 2: Personnel Changes

What do you need to enter for Lyenull Rychey to reflect the split funding of his payroll? (Hint: it tells the system the funding source of someone’s pay). Lyenull will be partially paid between Music (75%) and Theater (25%).



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Part 2: Personnel Changes

What is the impact if the distribution is not entered by the deadline?



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Part 2: Personnel Changes

- For a new Non-Exempt employee, what is important to ensure when reviewing the Preliminary Paylist?
- If Lyenull did not enter his time for his first week (7/23/2021 – 7/29/2021) and it was not caught prior to the Payroll Time Approval Deadline, what is the result?

Preliminary Payroll Listing:

Empl ID	Name	Paylist Dept Descrip	Job Empl Rec #	FTE	Earnings Beg Date	Earnings End Date	Earnings Code	Standard Hours	Actual Hours	Hrly Rate/ Bi- Wkly Rate	Actual Gross	Total Gross
34567891	Rychev, Lyenull	MUSIC DEPT	0	1.00	Jul 30, 2021	Aug 05, 2021	TNE	40.00	40.00	\$20.00	\$800.00	\$800.00

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Part 2: Personnel Changes

- If an employee is underpaid, what are options to resolve it?
- How could you prevent this?



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Whole Group

Go back to the Payroll Overview Room
to share out.

Use the chat or unmute to share your answers.

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Wrap Up

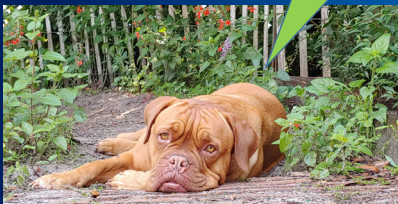
1. What was your biggest takeaway from today's session?
2. What information from today's session do you think you might use in your job? What would you like to learn more about?
 - Use the chat or unmute to share your answers.
 - Be sure to take your own notes.

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Trivia

How many times have we said to review the playlists?

So. Many. Times....



TRIVIA TIME!

- a) Nine million and one!
- b) A zillion at least!
- c) So many, must be important!
- d) Playlist, what's that?

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Questions

?

You're just crowing because it's over, aren't you?



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UF

Thank you for attending!

• Payroll Services Contact Info:

- Payroll-Services@ufl.edu
- 352-392-1231

Toodles!

Toodles?! We just talked about this, Emmett! *sighhhhhh*



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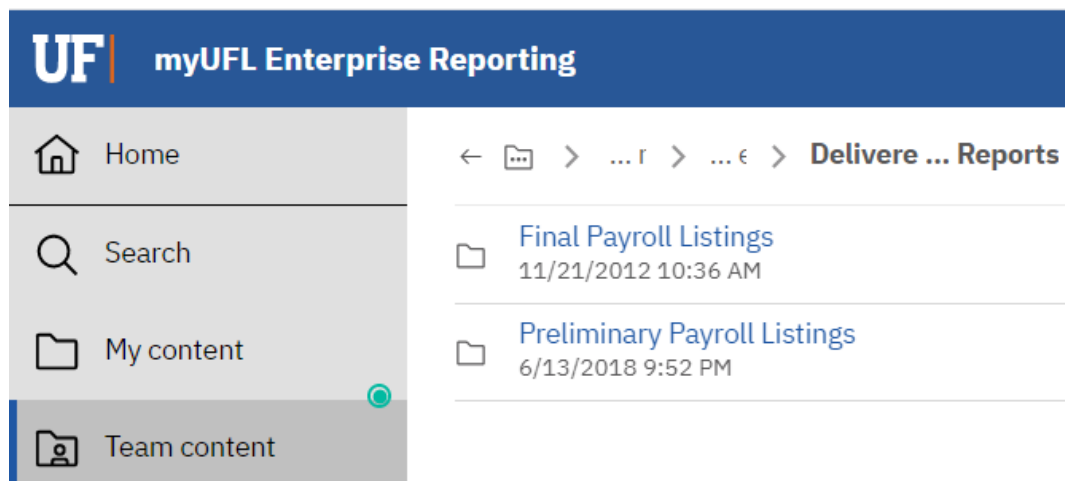
Helpful Payroll Resources

Viewing Payroll Information in myUFL

Preliminary Paylist/Final Paylist

Review upcoming and final pay for employees, these reports are also delivered to the payroll processor for a department via e-mail.

Path: *Main Menu > Enterprise Analytics > Access Enterprise Analytics > Team Content > Human Resources Information > Pay Information > Current Pay Cycle > Delivered Payroll Paylist Reports*



Exceptions

Exceptions are problems with time and leave reported by an employee.

Path: *Main Menu > Human Resources > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions*

The screenshot shows the 'Exceptions' form. It has a section for 'Employee Selection' with a table for 'Employee Selection Criteria'. The table has two columns: 'Selection Criterion' and 'Selection Criterion Value'. There are three rows with input fields for 'Time Reporter Group', 'Employee ID', and 'Empl Record'. To the right of the table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'.

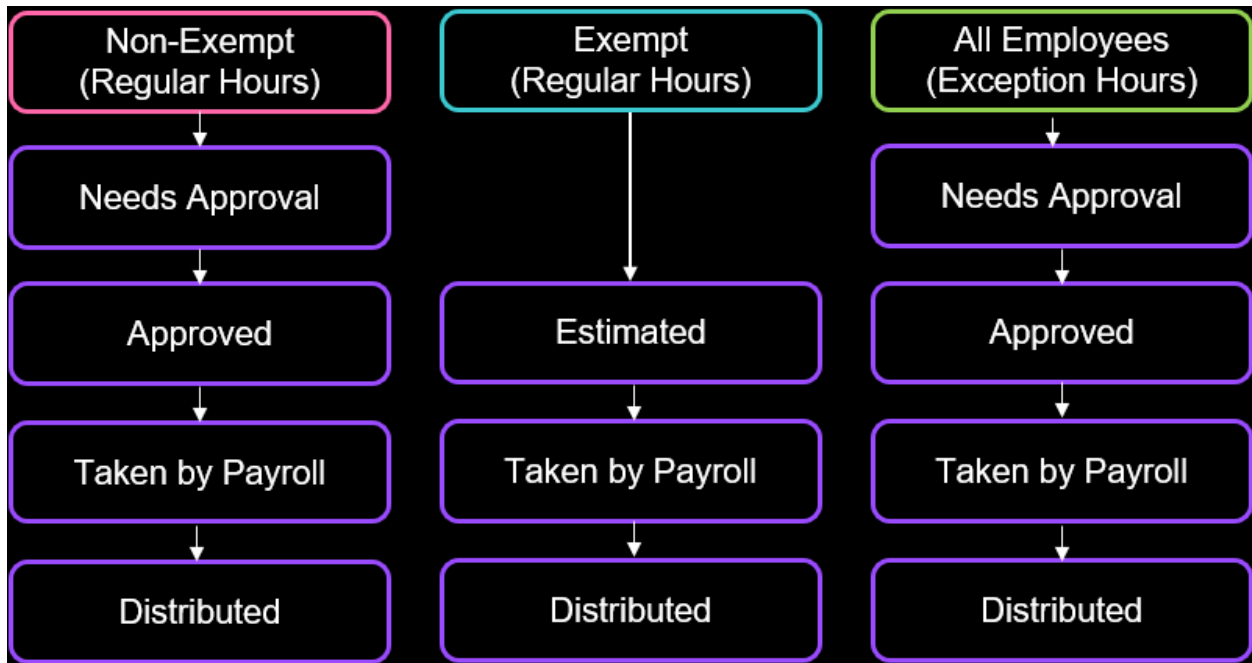
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>

Payable Time Detail

Used in reviewing employee's time prior to payroll closing; shows the status of hours for a range of dates, and identifies who approved time and when.

Path: Main Menu > Human Resources > Manager Self Service > Time Management > View Time > Payable Time Detail

Detailed Payable Time Detail Flowchart



Closed – Time using the NoPay TRC's will show as “Closed” after it is approved.

Rejected by Payroll – There are various reasons why time may be rejected by the system. The three most common are:

1. An employee transfers pay groups mid pay period and the pay group previously had time loaded.
2. Missing distribution information causes pay to be turned off and time is rejected.
3. Employee terminated during the current pay period after time was loaded for the entire pay period and there is unprocessed Payable Time.

Time will not pay out if it is in this status. If you need assistance with time that is showing as “rejected”, please contact Payroll Services.

<https://www.fa.ufl.edu/wp-content/uploads/2019/04/Payable-Time-Detail-Status-Chart.pdf>

Summarized Payable Time Detail – Status of Pay

Needs Approval

Time has been entered and processed but not approved. (Applies to exception time for exempt employees.)



Approved

Time has been approved. (Applies to exception time for exempt employees.)



Estimated (Exempt Only)

Approved but not yet taken by payroll.



Taken by Payroll

Approved time is processed by payroll.



Distributed

Pay has been paid/posted and is complete for the pay period.

Review Self-Service Paycheck

Provides a picture of the employee's paystubs as the employee sees them.

Path: Main Menu > Human Resources > Payroll for North American > Payroll Processing USA > Produce Payroll > Review Self Service Paycheck

Review Self Service Paycheck

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Company: begins with

Pay Group: begins with

Empl ID: begins with

Name: begins with

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Reported Time Audit

Review when (date/time) and who entered the time.

Path: Main Menu > Human Resources > Time and Labor > View Time > Reported Time Audit

Reported Time Audit

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value

▼ Search Criteria

Empl ID:

Empl Record:

Name:

Search Clear Basic Search Save Search Criteria

Reported Time History							Personalize	Find		
Overview	Time Reporting Elements									
Action	Audit User ID	Audit Date/Time	Date	Time Reporting Code	Quantity	Reported Status				
Add	UFTLB001	07/23/2021 3:02:54.948565AM	08/05/2021		8.00	Submitted				

Department Budget Table USA

Enter or review an employee's distribution.

Path: Main Menu > Human Resources > Set up HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

Department Budget Table USA

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Set ID:

Department:

Fiscal Year:

Budget Level:

Position Pool ID:

Job Code Set ID:

Job Code:

Position Number:

Empl ID:

Empl Record:

Name:

Last Name:

First Name:

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Security Roles

UF_TL_DEPT_PROCESSOR: Needed for a payroll processor to review and approve time for employees, review leave accrual balances, report time and leave for an employee or make changes to existing time and leave entries and view leave reports and paylists.

Required Training: PST915 – Time & Labor

UF_TL_DEPT_APPROVER: Needed for a department approver to review and approve time worked for employees.

Required Training: PST916 – Time & Labor Approvers