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...

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.
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!

Who are we?

UF pays a large variety of employees:
Who are we?

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

Payroll Services  Human resources  UFIT  State Agencies  Department

Pay is Personal

Employees

Whooohooo! 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!
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.

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)
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.

<table>
<thead>
<tr>
<th>Pay Period ID</th>
<th>Pay Period Begins</th>
<th>Pay Period Ends</th>
<th>Time &amp; Labor Closes</th>
<th>Payday</th>
<th>Human Resource Deadline</th>
<th>5:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>B062322</td>
<td>06/10/22</td>
<td>06/23/22</td>
<td>06/23/22</td>
<td>07/01/22</td>
<td>06/17/22</td>
<td></td>
</tr>
<tr>
<td>B070722</td>
<td>06/24/22</td>
<td>07/07/22</td>
<td>07/07/22</td>
<td>07/15/22</td>
<td>06/30/22</td>
<td></td>
</tr>
<tr>
<td>B071222</td>
<td>07/08/22</td>
<td>07/21/22</td>
<td>07/21/22</td>
<td>07/29/22</td>
<td>07/15/22</td>
<td></td>
</tr>
<tr>
<td>B080422</td>
<td>07/22/22</td>
<td>08/04/22</td>
<td>08/04/22</td>
<td>08/12/22</td>
<td>07/29/22</td>
<td></td>
</tr>
<tr>
<td>B091822</td>
<td>08/05/22</td>
<td>08/18/22</td>
<td>08/18/22</td>
<td>08/25/22</td>
<td>08/12/22</td>
<td></td>
</tr>
</tbody>
</table>

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)
Trivia Time!

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

I’m awake!

Trivia

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

a) 21,500
b) 28,000
c) 34,500
d) 37,000

Well, there’s me, my supervisor, their boss...
Supervisors

Ahem, there will be no sleeping on the job!

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
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.

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!
**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**

- Non-Exempt (Regular Hours)
  - Needs Approval
  - Approved
  - Taken by Payroll
  - Distributed
- Exempt (Regular Hours)
  - Estimated
  - Taken by Payroll
  - Distributed
- All Employees (Exception Hours)
  - Needs Approval
  - Approved
  - Taken by Payroll
  - Distributed
Trivia

How much does UF pay in gross wages each biweekly?

I know, I know!!!
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.

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.
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!

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!
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.

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.

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Sequence Number</th>
<th>Combination Code</th>
<th>Distribution %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 LSP</td>
<td>1</td>
<td>00130945</td>
<td>100.00</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>00024257</td>
<td>100.00</td>
</tr>
</tbody>
</table>

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.
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.

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?

a) 28%
b) 37%
c) 53%
d) 71%

Woof do you think?

Reviewing Time and Labor Paylists

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

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 sleeeeeeeep...
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.

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.
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!

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?
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.

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

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.**
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....

Wage Overpayments

- Employee or department realizes they are overpaid
- Department submits wage overpayment calculation form
- A review of the overpayment is done to ensure accuracy of request
- A calculation of how the payment ‘should have been’ is done including: earnings, taxes, & deductions
- Calculation is sent to the department
- Department sends the overpayment calculation to the employee
- Employee repays the amount either through ACH or check/money order
- Payroll makes the deposit, corrects the check in the system, and updates any tax documents as needed
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!

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

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

UF Controller’s Office: 352-392-1321
Trivia
How much does UF pay their payroll vendors for things such as retirement and health benefits each biweekly?

10 bags of cat food?

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

LOST?
@FOhelp or @Payrollhelp

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

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?
Payroll Exercise 1: Exceptions

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

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.)
Payroll Exercise 1: Exceptions

<table>
<thead>
<tr>
<th>Timesheet</th>
<th>Richard Symons</th>
<th>Employee ID: 5895210</th>
<th>Earliest Change Date: 03/19/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>View By</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From 02/12/2021 to 02/18/2021</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Add Comments</strong></td>
<td><strong>Date</strong></td>
<td><strong>Date</strong></td>
<td><strong>Reported Status</strong></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Mon 3/1</td>
<td>Submitted</td>
<td></td>
<td>New</td>
</tr>
<tr>
<td>Sun 3/2</td>
<td>Submitted</td>
<td></td>
<td>New</td>
</tr>
<tr>
<td>Fri 3/3</td>
<td>Submitted</td>
<td></td>
<td>New</td>
</tr>
<tr>
<td>Sat 3/4</td>
<td>Submitted</td>
<td></td>
<td>New</td>
</tr>
<tr>
<td>Wed 3/5</td>
<td>Submitted</td>
<td></td>
<td>New</td>
</tr>
<tr>
<td>Thu 3/6</td>
<td>Submitted</td>
<td></td>
<td>New</td>
</tr>
</tbody>
</table>

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
Part 1: Reviewing the Paylist

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 Joevy (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)
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?

<table>
<thead>
<tr>
<th>Emp ID</th>
<th>Name</th>
<th>Empl Rec#</th>
<th>Employment Eff Dt</th>
<th>Emp Status</th>
<th>Job DeptID</th>
<th>Latest Job Action Dt</th>
<th>Compensation Frequency</th>
<th>Empl Type</th>
<th>Compensation Rate</th>
<th>Standard Hours</th>
<th>FTE</th>
<th>Sal Admin Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>01234567</td>
<td>Joeny Baun</td>
<td>4</td>
<td>Jan 24, 2021</td>
<td>A</td>
<td>10001000</td>
<td>Jan 29, 2021</td>
<td>E</td>
<td>E</td>
<td>$14.00</td>
<td>20.00</td>
<td>0.50</td>
<td>FAPD</td>
</tr>
</tbody>
</table>

How would you correct this issue?
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?

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Name</th>
<th>Paylist Dept</th>
<th>Job Empl Rec#</th>
<th>FTE</th>
<th>Earnings Beg Date</th>
<th>Earnings End Date</th>
<th>Earnings Code</th>
<th>Standard Hours</th>
<th>Actual Hours</th>
<th>Hrly Rate/ Bi-Wkly Rate</th>
<th>Actual Gross</th>
<th>Total Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Jaxson, Mikel</td>
<td>MUSIC DEPT</td>
<td>1234567890</td>
<td>1.0</td>
<td>Jul 05, 2021</td>
<td>Jul 22, 2021</td>
<td>SCK</td>
<td>80.00</td>
<td>8.00</td>
<td>$1762.45</td>
<td>$1762.45</td>
<td>$1762.45</td>
</tr>
<tr>
<td>3</td>
<td>Jaxson, Mikel</td>
<td>MUSIC DEPT</td>
<td>1234567890</td>
<td>1.0</td>
<td>Jul 09, 2021</td>
<td>Jul 22, 2021</td>
<td>TMS</td>
<td>80.00</td>
<td>72.00</td>
<td>$1762.45</td>
<td>$1,596.21</td>
<td>$1762.45</td>
</tr>
</tbody>
</table>

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?
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?

| Empl ID | Name   | Paylist Dept | Job Empi Rec # | FTE | Earnings Beg Date | Earnings End Date | Earnings Code | Standard Hours | Actual Hours | Hrly Rate Wkly Rate | Actual Gross | Total Gross |
|---------|--------|--------------|----------------|-----|-----------------|------------------|---------------|----------------|--------------|---------------|--------------|-------------|-------------|
| 6       | 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       | Two, You | MUSIC DEPT   | 2              | 1.00| Jul 09, 2021    | Jul 15, 2021     | THE           | 80.00         | 40.00        | $20.00       | $800.00      | $1,775.00   |
| 8       | 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       | Two, You | MUSIC DEPT   | 2              | 1.00| Jul 16, 2021    | Jul 22, 2021     | THE           | 80.00         | 24.00        | $20.00       | $480.00      | $1,775.00   |
| 10      | 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   |

Part 1: Reviewing the Paylist

Lines #6-10 (You Two)

• Example of a Lump Sum Payment reason
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 Descr | Job Empl Rec # | FTE | Earnings Beg Date | Earnings End Date | Earnings Code | Standard Hours | Actual Hours | Hrly Rate Bl Wkly Rate | Actual Gross | Total Gross |
|---------|-----------------|--------------------|----------------|-----|-------------------|-------------------|---------------|----------------|--------------|---------------|----------------|-------------|-------------|
| 11      | Hughston, Witknee | MUSIC DEPT          | 0              | 0.75| Jul 09, 2021      | Jul 15, 2021      | TMP           | 60.00          | 6.00         | $15.00        | $97.50       | $570.00     |
| 12      | Hughston, Witknee | MUSIC DEPT          | 0              | 0.75| Jul 16, 2021      | Jul 22, 2021      | TMP           | 60.00          | 31.50        | $15.00        | $472.50      | $570.00     |

### Table Handout #2: Time Reporting Codes

<table>
<thead>
<tr>
<th>Workgroup</th>
<th>Descr</th>
<th>TRC</th>
<th>Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPNSTA</td>
<td>OPS - Non Ex - Stu Asst</td>
<td>STU</td>
<td>130-Student Assistant</td>
</tr>
<tr>
<td>OPNTMP</td>
<td>OPS - Non Ex - Temp Hire</td>
<td>TMP</td>
<td>155-Temporary Hire (H)</td>
</tr>
<tr>
<td>OPNTP8</td>
<td>OPS NE TMP NRA 18</td>
<td>T8</td>
<td>Temporary Hire (H) NRA18- Teach</td>
</tr>
<tr>
<td>OPNTP9</td>
<td>OPN Temp Hire NRA 19</td>
<td>T9</td>
<td>Temporary Hire (H) NRA19- St/T</td>
</tr>
<tr>
<td>PDA</td>
<td>Post Doc - Exempt - 9/10/12</td>
<td>PDA</td>
<td>120-Regular PDA</td>
</tr>
<tr>
<td>TME</td>
<td>TEAMS - Exempt - 9/10/12</td>
<td>TMS</td>
<td>115-Regular TEAMS (5)</td>
</tr>
<tr>
<td>TME8</td>
<td>TEAMS Exempt NRA</td>
<td>TS8</td>
<td>TEAMS (S) NRA 18 - Teach</td>
</tr>
<tr>
<td>TME9</td>
<td>TEAMS A&amp;P NRA 19</td>
<td>TS9</td>
<td>TEAMS (S) NRA 19- Study/Train</td>
</tr>
<tr>
<td>TMEUS</td>
<td>TEAMS - Exempt - (USPS)</td>
<td>TMS</td>
<td>115-Regular TEAMS (5)</td>
</tr>
<tr>
<td>TMCNOMP</td>
<td>TEAMS - Non Ex - (CT)</td>
<td>TNE</td>
<td>110-Regular TEAMS (H)</td>
</tr>
<tr>
<td>TMCNOMP8</td>
<td>TEAMS N.E. Comp NRA 8</td>
<td>TNO</td>
<td>TEAMS (H) NRA 18</td>
</tr>
<tr>
<td>TMCNOMP9</td>
<td>TEAMS N.E. Comp NRA 9</td>
<td>TNO</td>
<td>TEAMS (H) NRA 19</td>
</tr>
<tr>
<td>TMNCPSCH</td>
<td>TEAMS N. Exp - Comp - Schedule</td>
<td>TNE</td>
<td>110-Regular TEAMS (H)</td>
</tr>
<tr>
<td>TMNCPSCH8</td>
<td>TEAMS N.E. - Comp-NRAB-Sched</td>
<td>T8</td>
<td>TEAMS (H) NRA 18</td>
</tr>
<tr>
<td>TMNLT</td>
<td>TEAMS - Non Ex - (OT)</td>
<td>TNE</td>
<td>110-Regular TEAMS (H)</td>
</tr>
<tr>
<td>TMNLT8</td>
<td>TEAMS N.E. OT NRA</td>
<td>TNO</td>
<td>TEAMS (H) NRA 18</td>
</tr>
</tbody>
</table>
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 a 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.
**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.

---

**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**

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Period Begins</th>
<th>Pay Period Ends</th>
<th>Time &amp; Labor Closes</th>
<th>Payday</th>
<th>Human Resource Deadline 5:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>B070821</td>
<td>06/25/21</td>
<td>07/08/21</td>
<td>07/08/21</td>
<td>07/16/21</td>
<td>07/01/21</td>
</tr>
<tr>
<td>B072221</td>
<td>07/09/21</td>
<td>07/22/21</td>
<td>07/22/21</td>
<td>(3) 07/30/21</td>
<td>07/16/21</td>
</tr>
<tr>
<td>B080521</td>
<td>07/23/21</td>
<td>08/05/21</td>
<td>08/05/21</td>
<td>08/13/21</td>
<td>07/30/21</td>
</tr>
<tr>
<td>B081921</td>
<td>08/06/21</td>
<td>08/19/21</td>
<td>08/19/21</td>
<td>08/27/21</td>
<td>08/13/21</td>
</tr>
</tbody>
</table>
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>
<thead>
<tr>
<th>Pay Period I.D.</th>
<th>Pay Period Begins</th>
<th>Pay Period Ends</th>
<th>Time &amp; Labor Closes</th>
<th>Payday</th>
<th>Human Resource Deadline 5:00pm *</th>
</tr>
</thead>
<tbody>
<tr>
<td>BO70821</td>
<td>06/25/21</td>
<td>07/08/21</td>
<td>07/08/21</td>
<td>07/16/21</td>
<td>07/01/21</td>
</tr>
<tr>
<td>BO72221</td>
<td>07/09/21</td>
<td>07/22/21</td>
<td>07/22/21</td>
<td>07/30/21</td>
<td>(3) 07/16/21</td>
</tr>
<tr>
<td>BO80521</td>
<td>07/23/21</td>
<td>08/05/21</td>
<td>08/05/21</td>
<td>08/13/21</td>
<td>07/30/21</td>
</tr>
<tr>
<td>BO81921</td>
<td>08/06/21</td>
<td>08/19/21</td>
<td>08/19/21</td>
<td>08/27/21</td>
<td>08/13/21</td>
</tr>
</tbody>
</table>

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%).
Part 2: Personnel Changes

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

WARNING: DEADLINES ARE CLOSER THAN THEY APPEAR

DON'T MISS the DEADLINE

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?

<table>
<thead>
<tr>
<th>Preliminary Payroll Listing:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Empl ID</strong></td>
<td>34567891</td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>Lyenull</td>
</tr>
<tr>
<td><strong>Paylist Dept Descrip</strong></td>
<td>MUSIC DEPT</td>
</tr>
<tr>
<td><strong>Job Empl Rec #</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>FTE</strong></td>
<td>1.00</td>
</tr>
<tr>
<td><strong>Earnings Beg Date</strong></td>
<td>Jul 30, 2021</td>
</tr>
<tr>
<td><strong>Earnings End Date</strong></td>
<td>Aug 05, 2021</td>
</tr>
<tr>
<td><strong>Earnings Code</strong></td>
<td>TNE</td>
</tr>
<tr>
<td><strong>Standard Hours</strong></td>
<td>40.00</td>
</tr>
<tr>
<td><strong>Actual Hours</strong></td>
<td>40.00</td>
</tr>
<tr>
<td><strong>Hrly Rate/ Bi-Wkly Rate</strong></td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Actual Gross</strong></td>
<td>$900.00</td>
</tr>
<tr>
<td><strong>Total Gross</strong></td>
<td>$900.00</td>
</tr>
</tbody>
</table>
Part 2: Personnel Changes

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

Whole Group

Go back to the Payroll Overview Room to share out.
Use the chat or unmute to share your answers.
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.

Trivia

How many times have we said to review the paylists?

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

So. Many. Times....
Questions

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

Toodles?!

We just talked about this, Emmett!
*sighhhhh*

Thank you for attending!

• Payroll Services Contact Info:
  • Payroll-Services@ufl.edu
  • 352-392-1231
  
  Toodles!

UF
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
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 is in this status. If you need assistance with time that is showing as “rejected”, please contact Payroll Services.

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
**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 Form](image)

**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 Form](image)
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