

eUMB Departmental Payroll Processing Procedure Checklist

Item	Checklist Event	Who Does It?	When Do I Do This?	Breadcrumbs/Reports/Queries to Run
1	Confirm "new hire" Job Data Assure employees are attached to the correct schedules	HR Rep/ TL Initiator	By close of business Tuesday of Time Entry Week	Home > Administer Workforce> Administer Workforce (GBL) > Use > Job Data Home > Define Business Rules> Define Time and Labor > Enroll > Assign Work Schedule
2	Hire Actions and Employee Actions are due to HR Service Center for the "current pay period"	HR Rep/ TL Initiator	By 3:00 pm Tuesday of Time Entry Week	
3	Enroll eligible employees in Comp Time Plan	HR Rep/ TL Initiator	By close of business Tuesday of Time Entry Week	Home > Define Business Rules> Define Time and Labor > Enroll > Comp Plan Enrollment
4	Payroll Adjustment Forms are due to FS-Payroll	HR Rep/ TL Initiator	By close of business Friday of Time Entry Week	
5	Receive and Review Timesheets	TL Initiator	Mon - Thurs of Time Entry Week	
6	Enter Time: Regular Hours for Hourlys Exception Time for Exempts Exception Time for Non-exempts Exception Time for Academic Admins Review Time Entered	TL Initiator	Mon - Thurs of Time Entry Week	To enter time: Home > Self Service > Manager > Tasks > Weekly Elapsed Time To review time entered: Home > PeopleTools> Query Manager > Use > Query Manager UMB_REPORTED_TIME Query
7	Review and Correct Exceptions (if any)	TL Initiator	After Time Admin (TA) runs. TA is run overnight (Tues-Fri) during time entry week, so your exceptions are available the day <u>after</u> you enter time. If you find exceptions, correct them. <u>Review exceptions the next day.</u> Continue until you have cleared all exceptions. However, make sure you leave enough time for Approver to approve!	Home > Self Service > Manager > View > Manage Group Exceptions
8	Check Payable Time	TL Initiator or Approver	After time has been entered, exceptions cleared, and TA has run. No later than Friday of Time Entry Week	Run the Payable Status Report (check "Needs Approval" checkbox) Home > Administer Workforce> Capture Time and Labor > Reports > Payable Status Report Or Home > PeopleTools> Query Manager > Use > Query Manager <i>To run either:</i> UMB_UNAPPROVED_PAYABLE_TIME Query or UMB_DEPT_JOB_DATA Query (to see scheduled hours on a one week basis if needed)

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9	Approve Time	TL Approver	After Initiator has entered time, cleared exceptions, and TA has run. No later than close of business Friday of Time Entry Week.	Home > Self Service> Manager > View > Approve Time by Group
10	Confirm Time Entered and Approved/Not Approved	TL Approver and/or TL Initiator	After Time has been approved - TA does not have to run after Time has been approved. No later than close of business Friday of Time Entry Week	Either: UMB_UNAPPROVED_PAYABLE_TIME Query or Payable Status Report Can run one or two versions of Payable Status Report One for Approved Time and/or one for Unapproved Must be separate reports (cannot have both boxes checked) Home > Administer Workforce> Capture Time and Labor > Reports > Payable Status Report
11	Run Leave Accrual Report	TL Approver and/or TL Initiator	Thursday of TEW	Home > Compensate Employees > Administer Base Benefits > Report > Leave Accrual
12	Run "unconfirmed" Payroll Register or Cost Center Report to verify Gross Pay	TL Approver and/or TL Initiator	After 3:00 PM on the Tuesday of Payroll Confirmation Week. Communicate to FS-Payroll by close of business Thursday if adjustments are needed Can be run each day to check that adjustments made by FS-Payroll have been made	Payroll Register Report Home > Compensate Employees> Manage Payroll Processes > Report 2 or Cost Center Report Home > Compensate Employees> Manage Payroll Processes > Report 1
13	Verify Gross Pay after Adjustments	TL Approver and/or TL Initiator	The close of business on Thursday of Payroll Confirmation Week Alert FS-Payroll if there are still issues	Payroll Register Report or Cost Center Report
14	Verify Payroll Checks before distribution	TL Approver and/or TL Initiator	The Thursday of Time Entry Week (same week as checks/advices are distributed) Submit issues/problems/questions to FS-Payroll	UMB_PR_CHECK_REGISTER Query Home > PeopleTools> Query Manager > Use > Query Manager or Check Register Report Home > Compensate Employees> Manage Payroll Processes > Report 1
15	Verify Gross/Net Pay by running the "confirmed" Payroll Register	TL Approver and/or TL Initiator	Starting on Thursday of Time Entry Week This "final" payroll register will have check numbers on them reflecting the check number issued with the employee's check/advice	Payroll Register Report Home > Compensate Employees> Manage Payroll Processes > Report 2