ONLINE PAYROLL REGISTER REVIEW PROCEDURE

I. Purpose and Scope:

Payroll register reports, generated with each payroll run, must be reviewed by University Department staff to ensure the accuracy of payroll payments made to employees. This procedure provides guidance on the steps involved in performing this review, and actions that may be required in the case of errors.

II. Responsibility for implementing procedure:

Department Payroll Administrators have the responsibility for reviewing the Payroll Registers and notifying the Payroll Department in a timely manner of any errors found.

III. Procedure:

A. Payroll register reports for Biweekly, Student and Monthly payrolls, which are processed separately, are available online as indicated on the Functional Calendar.

B. Departments are responsible for running the report in PRISM, reviewing the payroll registers and notifying their Payroll Representative of any errors by the due date indicated on the Functional Calendar. This is normally three days prior to the pay date for employees paid monthly and one day prior to pay date for employees paid biweekly.

C. The following data must be <u>verified</u> as accurate during the register review:

1. For new employees:

    a. The payroll register lists the proper employees.
    b. The employee's salary and/or hours at hourly rate are accurate.

2. For existing employees:

    a. The payroll register lists the proper employees.
    b. Employees receiving a reduction or discontinuance in pay are not overpaid.
    c. Each employee that should have received a payment received it.
    d. Salary or Rate Pay changes made since the last pay are accurate.
    e. Hours paid are correct.

f. Additional earnings reported on Supplemental Earnings Forms are included and accurate.

3. For terminating employees:

1. Terminated employees were not paid if no pay was due, or were not overpaid if a partial month salary was due.
2. Any remaining pay due to terminating employees is included and accurate.

4. Overall summary:

The Payroll Register Total Page contains totals that appear reasonable when compared to prior month's payroll taking into account additions, reductions, and changes.

D. When an error is discovered, departments must immediately contact their assigned Payroll Representative for instructions. If an overpayment has been made, it is imperative that the department notify the employee not to remove any portion of the initial deposit before a correction can be made.

If the error is an overpayment, Payroll can delete the deposit before it is posted to an employee's account until two working days before payday.

If the notification is made later, while a timely correction cannot be guaranteed, Payroll may still be able to reverse the deposit during the period beginning the day before payday and ending five working days after payday.

A direct deposit adjustment can only be processed for the entire amount of the initial deposit. If the full amount is not available for reversal, the deposit will be considered an overpayment subject to collection procedures.

E. Once the register has been reviewed it must be authorized by printing out the Total Page for each CDC and then entering the following information in the upper right hand corner:

1. Signature of reviewer (Register Reviewed By)

2. Date of review

3. Indicate "Errors Resolved" or "No Errors" as applicable.

IV. Documentation:

Payroll Register

V. Records:

The authorized Total Page of the Payroll Register must be retained in the department for a period of 3 years and made available if requested for compliance audits during this timeframe.