• **Beginning of Pay Period through Job Pay Flag Cutoff Day**
  - Pay Period Begins 12:00 AM on the first day of the month
  - Vouchers are available approximately the 11th of the month
    - Review the vouchers for any job actions effective during the period
      - “Employee Activities” eDoc search
        - Created To, From Dates (go back at least a month from pay period)
        - Department
        - Optional: Salary Plan
      - New hire/transfer partial month pay is calculated by the work day method
        (work day calculation example below)
      - IUJE Report Employee List of Positions pulls all active employees and salaries for your department
    - Review the vouchers for additional pays
      - Any additional pay effective during the pay period will be on the voucher (even if only effective for one day of the pay period)
      - Adjustment voucher required to prorate additional pay amount.
      - “Additional Pay” eDoc search
Created To, From Dates (go back at least a month from pay period)

Department

Optional: Salary Plan

- IUIE Report Additional Pay Detail pulls all active additional pays for your dept.
  - June & July Reminder: A10 & S10 Employees will show the H2M earn code on the voucher. This code subtracts their regular pay for these two no pay months.

Job Pay Flag goes off (Approximately 19th of the month at 5:00 PM)

- Any eDoc saves will update the voucher until the Job Pay Flag goes off
  - Note: Funding change eDocs saved to PeopleSoft after the vouchers are created (approx. 11th) will not update the voucher
    - Update the funding on the voucher by modifying the account number in the funding section for regular pay
  - Adjustment vouchers should be processed if an eDoc save does not update the voucher prior to job pay flag cutoff
  - AS0/AS2s are evaluated for FICA exemption on this date. This will unbalance these vouchers as the employees’ student enrollment is evaluated.

Process any terminations for the pay period

- S10/S12 Termination Procedures
  - Academic Terms will calculate the final month regular pay based on the term date.
  - If the termination eDoc will not be saved before the payroll cutoff, process an adjustment voucher to remove the regular pay for the individual to avoid an overpayment.

Pending Voucher Cutoff Day (Approximately 20th of the month at 4:00 PM)

- Payroll processor makes any necessary adjustments to the vouchers.
  - Vouchers are built based on the job data. It defaults to full pay for the time the employee is active during the pay period.
  - Record any UNPAID time: Hours absent without benefit time to cover.
    - Exempt professional staff record attendance in ePTO.
    - Record the number of HOURS in the voucher. The system will calculate the amount of pay to subtract based on the PS hourly rate.
      - ABE: Absent. Enter positive hours.
      - IJM: Injury (Only used if approved by Worker’s Comp). Enter negative gross amount.
      - SNE: Suspension (Only used if approved by HR), Enter positive hours.
      - Other earn codes are available in ePTO to classify earnings, but the above are the only codes entered on the voucher.
    - This includes planned absences through the end of the pay period (month).
    - The central office will audit for mismatches of the voucher and ePTO. Any unpaid time entered in ePTO MUST be entered on the voucher to reduce pay.
    - Any absent time from a prior period must be entered with the correct dates on an adjustment voucher.
      - If regular pay reduction is needed, process an adjustment voucher.
      - Make any one time funding changes
• Click “Show Details” on the voucher header to expose the full accounting key, including the additional pay sequence number
• Funding by Amount must include an account checked as “residual”. This account will fund any remaining balances after the amounts are exhausted.
• Note: Any funding change eDocs saved after the vouchers were initially created will NOT update and must be manually adjusted for current month
  o Update the funding on the voucher by modifying the account number in the funding section for regular pay
• Check “Pending Faculty/Staff Vouchers” page
  ▪ Select monthly checkbox
  ▪ Type in department code
  ▪ Search and Count Vouchers
  ▪ Any results indicate there is an entry on the voucher which is not marked as approved.
    • Click on the link to open the voucher. Use the Find section in voucher header and select “Unapproved” from the drop down.
    • Make any necessary corrections and mark as approved
  ▪ Always do this on the pending cutoff day, EVEN if you have already approved your vouchers. Some payroll calculation processes can unbalance your vouchers.
• Verify Totals on each voucher
  ▪ Faculty/Staff Voucher
    • Enter Department ID and search
    ▪ Click on the “Payroll Voucher Balance” tab
    ▪ Verify Earn codes and totals are as expected
    ▪ Recommend comparing to prior monthly payroll totals
      o Absent hours are not calculated and are not subtracted from the total amount
    ▪ Keep in mind eDocs for this pay period, ex: ALW, Temp Pays
• Enter adjustment vouchers prior to cutoff at 4:00 PM
  ▪ Any prior pay period transactions must be on an adjustment voucher
  ▪ Any reduction of regular pay should be done on an adjustment voucher
  ▪ Any eDoc activity saved after the job pay flag cutoff will require an adjustment voucher
• Day after Central Office Payroll close day
  o Fiscal Approver Report is emailed
    ▪ Verify payroll reports for reasonableness
  o If an overpayment is discovered:
    ▪ Prior to the check date, request to Stop Pending Direct Deposit Transaction. Must have sufficient time to stop payment.
    ▪ If unable to stop the payment:
      • Contact FMS Payroll processor to calculate an OVP payback. Employee will write a check back to the university for NET amount.
      • Subtract Gross pay (hours) from subsequent pay period through an adjustment voucher if payment will be made in the same tax year
• If overpayment is near year end, rules are different. Please discuss with your FMS processor.

• **Quarterly Audits**
  o **Employee List of Positions**: This report allows you to view active employees in your departments. Look for employees who are no longer working and be sure they are terminated in a timely fashion.
  o **ePTO Balances**: Report of employee’s leave balances. Monitor those approaching zero, service date changes, etc. in ePTO system.

*All days of the week referenced in this document are the standard dates. Please consult the monthly payroll work calendar for the specific dates per payroll.*

**Work Day Calculation:**
For REG pay: Monthly rate / number of work hours in the term month = hourly rate for month
Example: $4335 / 168 (Jun 2014) = $25.804 hourly rate
Hourly rate X work hours = prorated monthly amount