Pay Period Begin-Job Pay Flag Cutoff Day

- Pay Period Begins 12:00am 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)
      - Dept
      - 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 dept.
  - 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)
o Dept
o 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
  - Any eDoc save will update the voucher until the Job Pay Flag goes off
    - Note: Funding change eDocs saved to PS 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 doesn’t update the voucher prior to job pay flag cutoff.
  - Approx. 19th of the month at 5:00pm
  - ASO/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
  - Approx 20th of the month at 4:00pm
  - 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’ve already approved your vouchers. Some payroll calculation processes can unbalance your vouchers.
  ▪ Verify Totals on each voucher
    ▪ Faculty/Staff Voucher
      • Enter Dept 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 subtracted from the total amount.
      • Keep in mind eDocs for this pay period, ex: ALW, Temp Pays
  ▪ Enter adjustment vouchers prior to cutoff at 4pm.
    ▪ 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**
  ▪ Fiscal Approver Report is emailed
    ▪ Verify payroll reports for reasonableness.
  ▪ 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