Semi-Annual Payroll Meeting

04/21/2016
Today’s Agenda

• Welcome
• Time and Labor Update – Jessie Dantzler
• Payroll Processing Topics – Sheretha Measells
• General Topics – Adam Cantwell
• ePAR – Adam Cantwell
• Summer Data Submission – Adam Cantwell
• Open Questions / Discussion
Payroll Department Staff

• Adam Cantwell – Director of Payroll
  ➢ Alice Ahten – Administrative Assistant

• Sheretha Measells – Payroll Manager
  ➢ Creshona George – Accountant III
  ➢ Ambra Gray – Payroll Analyst
  ➢ Ashley Lankford – Payroll Analyst
  ➢ Vacant – T&L Specialist

• Vacant – Payroll HRIS Manager
  ➢ Amber Gray – Data Processing Analyst
  ➢ Jay Manikandan – Data Processing Analyst

• Nancy Barganier – University Tax Accountant

Payroll@utdallas.edu
e-par@utdallas.edu
Extension x2611
Payroll Office Overview

• Payroll and Data Management
  ➢ Name Changes, Address Changes
  ➢ Job Data
  ➢ HRIS / TRS / TINS Reporting
  ➢ Assigning Employee ID Numbers
  ➢ Direct Deposit
  ➢ Payroll & Taxes

• Payroll@ vs. ePAR@
  ➢ ePAR@ – Technical how to ePAR questions or error messages
  ➢ Payroll@ - everything else 😊
Time and Labor Update
T&L- Summer Roll

RA/TA

• No SWB, continue on same Record Number
• If we receive no data on spreadsheet, Payroll will SWB

Faculty

• SWB the 9 month Record Number
• SWITCH to the Summer Record Number for 6/1 – 8/31/16
T&L- Summer Roll

- Faculty Timesheets – Record Number Changes
- **Option 1:** Have both Records on Manager page
  - Employee chooses correct with help from Opt Job Title
  - Remove the Summer Record Number in the Fall
**T&L- Summer Roll**

**Option 2: Sequencing the Switch**

1. In the first week of June: finalize May entry & approval first

2. Run the ‘Job Data’ report and see who has blank fields for the Manager Name, make note of the new Record Number
   1. OR: Run the ‘Remove Employee/Manager’ (who is inactive) and the ‘No Manager Assigned’ (who is active) report

3. Go to Manager Page, update the Record Numbers, Save.

4. Repeat process in Fall
Time & Labor Questions ?
Payroll Processing Topics
### Payroll Deadlines Calendar

#### Monthly Payroll

<table>
<thead>
<tr>
<th>Time and Labor Employee Deadline</th>
<th>Time and Labor Manager Deadline</th>
<th>Time and Labor Department Deadline</th>
<th>Pay Period Month</th>
<th>Any Time Approved Prior to Loading T&amp;L</th>
<th>ePAR Completion in Payroll</th>
<th>Open Payroll</th>
<th>Payroll Confirm</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2, 2016</td>
<td>May 4, 2016</td>
<td>May 18, 2016</td>
<td>May-16</td>
<td>May 18, 2016</td>
<td>May 18, 2016</td>
<td>May 19, 2016</td>
<td>May 24, 2016</td>
<td>June 1, 2016</td>
</tr>
</tbody>
</table>

#### Semi-Monthly Payroll

<table>
<thead>
<tr>
<th>Time and Labor Employee Deadline</th>
<th>Time and Labor Manager Deadline</th>
<th>Time and Labor Department Deadline</th>
<th>Pay Period Dates</th>
<th>ePAR Completion in Payroll</th>
<th>Open Payroll</th>
<th>Payroll Confirm</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16, 2016</td>
<td>May 18, 2016</td>
<td>May 24, 2016</td>
<td>05/01/2016 - 05/15/2016</td>
<td>May 24, 2016</td>
<td>May 25, 2016</td>
<td>May 26, 2016</td>
<td>June 1, 2016</td>
</tr>
<tr>
<td>September 1, 2016</td>
<td>September 1, 2016</td>
<td>September 1, 2016</td>
<td>08/16/2016 - 08/31/2016</td>
<td>September 1, 2016</td>
<td>September 2, 2016</td>
<td>September 2, 2016</td>
<td>September 15, 2016</td>
</tr>
</tbody>
</table>

### Terminations / End of Assignments / Leaves

04/21/2016
Semi Annual Payroll Meeting
Payroll Processing Topics

• REU Participant Support

• Approving Time / Employees with No Check

• Off Cycle Guidelines
  ➢ Off Cycle Check Date
  ➢ New Hires Starting Dates After ePAR Deadline
Payroll Questions?
General Topics
General Topics

• 60 Day Rule from Accounts Payable

• Terminated Employee Access = 3 years

• Address Changes

• Reports To Project
ePAR
ePAR Updates

- Additional Pay Open Security
- “MyAssignments” for approvals
- Edit on ID Number Creation
- Continue to Work Weekly on Changes / Updates
ePAR Updates

- eCAT vs. ePAR (30 days)

- E-Mail when needing to change a start date

- MyAssignments vs. ePAR Worklist

- No Fall Submissions Yet

- Job Attribute Change – Work Study Job Code & Funding
• Who does the ePAR?

<table>
<thead>
<tr>
<th></th>
<th>New Hire</th>
<th>Rehire</th>
<th>Second Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff/Paid Visitor</strong></td>
<td>Human Resources</td>
<td>Human Resources</td>
<td>Department</td>
</tr>
<tr>
<td><strong>Faculty</strong></td>
<td>Provost</td>
<td>Provost</td>
<td>Department</td>
</tr>
<tr>
<td><strong>RA/TA</strong></td>
<td>Human Resources</td>
<td>Human Resources</td>
<td>Department</td>
</tr>
<tr>
<td><strong>Lecturer</strong></td>
<td>Provost</td>
<td>Provost</td>
<td>Department</td>
</tr>
<tr>
<td><strong>Student Worker</strong></td>
<td>Career Center/Payroll</td>
<td>Career Center/Payroll</td>
<td>Career Center/Department</td>
</tr>
<tr>
<td><strong>Classified Temp</strong></td>
<td>Human Resources</td>
<td>Human Resources</td>
<td>Department</td>
</tr>
</tbody>
</table>
ePAR Questions?
Summer Data Submissions
• **Short Work Break vs. Terminations**
  - Terminate / End Assignment / Retire- if the ee is not expected to be back. You can rehire if they do.
  - Do not submit ePAR for Faculty except above situation
  - Do not submit ePAR if the employee is working in the summer and will be on your spreadsheets

• **Spreadsheets vs. ePAR**
  - Spreadsheet for TA, Lecturer, Faculty
  - ePAR – New hires, rehires, student workers, JAC for RA, changes after spreadsheet submitted

• **Timing of Changes Due to “Primary Job”**
• Spreadsheets Sent to Fiscal Officers by tomorrow

• TA Spreadsheets Due May 9th
• Faculty Spreadsheets Due May 16th

• Submission Approval Form Due with each submission
• Appropriate Cost Centers Reviewed by Contracts & Grants

• ePARs for changes after submission. Data will be loaded sooner.
Open Questions & Discussion