Semi-Annual Payroll Meeting
11/10/2015
Today’s Agenda

• Welcome
• Time and Labor Update – Jessie Dantzler
• General Payroll Topics – Sheretha Measells
• ePAR – Amy Tiller / Adam Cantwell
• Next Meeting Topics
• Open Questions / Discussion
Payroll Department Staff

- Adam Cantwell – Director of Payroll
  - Alice Ahten – Administrative Assistant

- Sheretha Measells – Payroll Manager
  - Creshona George – Accountant III
  - Amber Gray – Data Processing Analyst
  - Ambra Gray – Payroll Analyst
  - Ashley Lankford – Payroll Analyst
  - Jay Manikandand – Data Processing Analyst
  - Jessica Bortz – T&L Analyst
  - Amy Tiller – Payroll Data Analyst

- Nancy Barganier – University Tax Accountant
Time and Labor Update
Time & Labor

- **Terminations**
  - Complete the timesheet before employee leaves, manager approves
  - Remove from Manager page

- **Transfers**
  - Complete the timesheet before employee leaves, manager approves
  - Remove from Manager page
  - New department assigns new manager
Time and Labor

- **Record Changes**
  - Complete the original record by submitting/approving
  - Change the record #
  - OR add in the new record #, keeping the old and new until the old record is complete
    - Optional Job Title will come in handy here- put in the dates of the change for the employee to know when to switch over
Time & Labor Questions ?
Payroll Process and Procedures
• End of Assignment / Termination / Short Work Break

• Time and Labor for Monthly Employees
  ➢ Approvals for Hourly Employees

• Direct Deposit via Self Service is Active (NetID Plus)

• Late / Missing Social Security Cards

• Overpayments

• Electronic W-2 Consent

• List of “All Department” Security Access
http://www.utdallas.edu/bursar/taxes/fnis/

Foreign National Information System (FNIS)
Online Tax Assistance for International Students at UT Dallas

- What is FNIS?
- Who is required to use FNIS?
- Why must foreign nationals use FNIS?
- How can I submit my information to FNIS?
- Who should I contact if I have questions?
Payroll Questions?
ePAR
• Change Funding Source

• End Assignment

• Termination

• Leave of Absence / Return from Leave of Absence

• Retirement

• Supplemental Pay

• Job Attribute Change / Transfer
## New Hire

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<thead>
<tr>
<th></th>
<th>New Hire</th>
<th>Rehire</th>
<th>Second Assignment</th>
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<tr>
<td>Staff/Paid Visitor</td>
<td>Human Resources</td>
<td>Human Resources</td>
<td>Department</td>
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<tr>
<td>Faculty</td>
<td>TBD</td>
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<td>RA/TA</td>
<td>Human Resources</td>
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<td>Human Resources</td>
<td>Human Resources</td>
<td>Department</td>
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• **E-par@utdallas.edu**

• Communicating updates and changes using ePAR access list

• 7 day goal for ePAR

• “My Assignments” for approvals

• 30 day guidance for submitting ePAR

• Additional Pay Outside of “home” department
ePAR Questions ?
Next Meeting

- Updated REU Process (Send Payroll Inbox e-mail)
- Summer Spreadsheets
- BPM – ePAR – Spreadsheets for Fall
- JAC to change Work Study
Open Questions & Discussion