# **CxUF: We Work Hard for the Money!**

# Scenario 1: Paylist Review

The Payroll Processor in the Music department is reviewing their preliminary paylist. They noticed something seemed off about the two employees below.

**You Two** is an exempt employee who retired from UF on 3/6/21. He took vacation on 3/5/21 and is spending time at the beach with his grandkids!

**Diranne Deran** is an hourly employee who was promoted with a pay raise on 3/12/21 to a Fiscal Assistant II.

Using the Preliminary Paylist below, can you spot what is wrong with each employee? (**Note:** Some columns on the paylist have been hidden if they weren't needed for this activity.)

Empl ID	Name	Paylist Dept	Job Empl Rec #	FTE	Earnings Beg Date	Earnings End Date	Earns Code	Std Hours	Actual Hours	Hrly Rate/ Bi-Wkly Rate	Actual Gross	Total Gross
08675309	Two, You	10001000	2	1.00	Mar 05, 2021	Mar 18, 2021	TMS	80.00	80.00	\$1762.45	\$1,762.45	1,762.45
98765432	Deran, Diranne	10001000	0	1.00	Mar 05, 2021	Mar 11, 2021	TNE	40.00	40.00	\$16.00	\$640.00	1,524,640.00
98765432	Deran, Diranne	10001000	0	1.00	Mar 12, 2021	Mar 18, 2021	TNE	40.00	40.00	\$38100.00	\$1,524,000.00	1,524,640.00

## **Scenario 2: Exceptions**

The Payroll Processor in the Fitness department noticed a few of their employees had time exceptions. They started by reviewing the Timesheet and Payable Time Detail. Can you spot what is wrong with each employees' time?

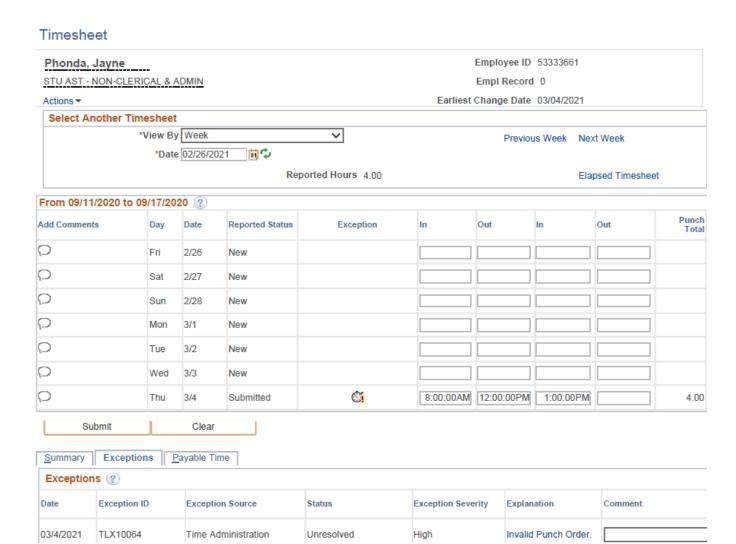
#### **Suzann Summers**

Suzann Summers is an exempt employee who was on vacation on March 4<sup>th</sup>. What is causing the exception and how should it be fixed?

#### **Timesheet Employee ID** 42144443 Summers, Suzann EXT AST SCTST Empl Record 0 Actions ▼ Earliest Change Date 03/04/2021 I UNDERSTAND that the below hours may not accurately reflect my actual daily hours but represent the weekly (Friday - Thursday) total. By submitting my time, I agree that my total actual hours meet or exceed total time reported. **Select Another Timesheet** \*View By Week ~ Previous Week Next Week \*Date 02/26/2021 131 C Reported Hours 48.00 **Punch Timesheet** From Friday 02/26/2021 to Thursday 03/04/2021 (?) Wed 3/3 Thu 3/4 Fri Mon 3/1 **Total Time Reporting Code** 2/26 2/27 8.00 8.00 8.00 8.00 8.00 40.00 120-Regular Faculty - FAC 8.00 8.00 185-Vacation Used - VAC Submit Reported Time Status Summary Leave / Compensatory Time Exceptions ? Date Exception ID **Exception Source Status** Exception Severity Explanation Comment 03/04/2021 TLX9999 Time Administration Unresolved High Exceptions

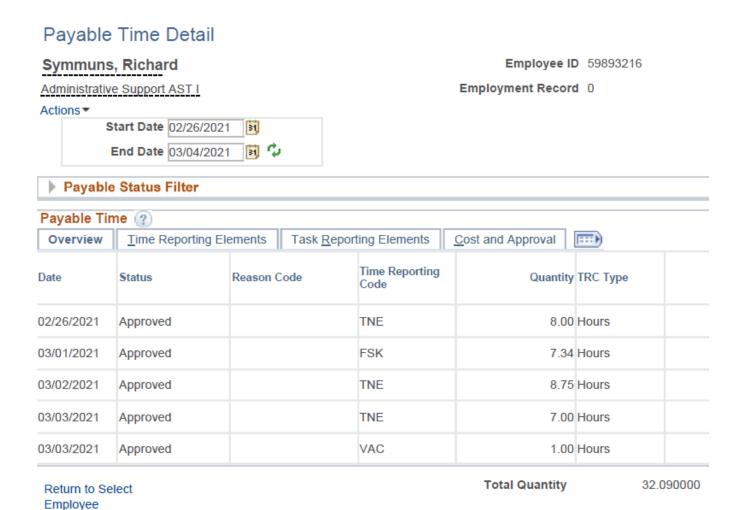
#### Jayne Phonda

Jayne Phonda is an hourly employee who enters their time in the punch timesheet. What is causing the exception and how should it be fixed?



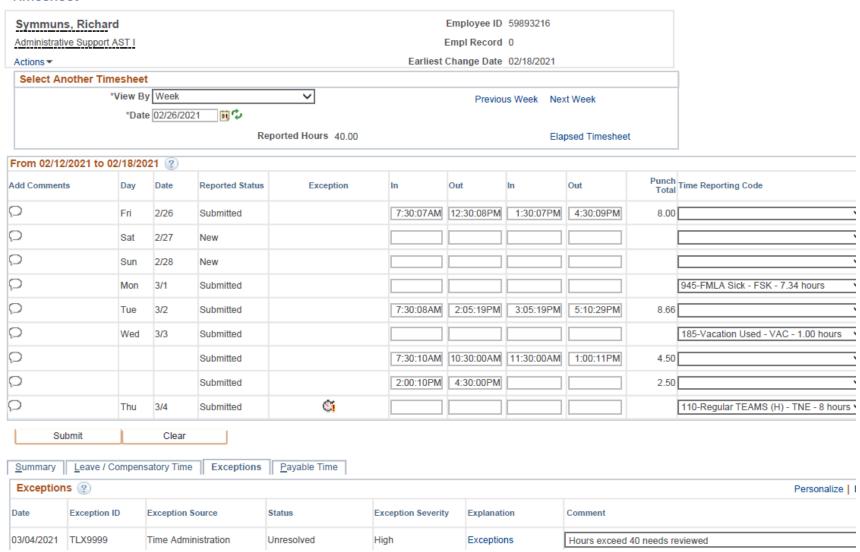
### **Richard Symmuns**

Richard Symmuns is an hourly employee who recorded some leave time during the pay period. What is causing the exception and how should it be fixed? (**Note:** Symmuns continues onto the next page.)



### Richard Symmuns continued...

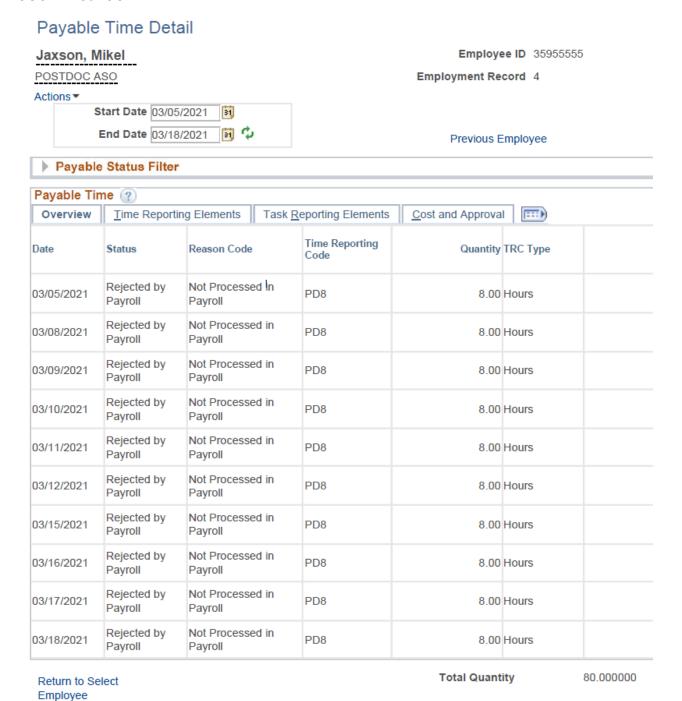
#### Timesheet



## Scenario 3: Payable Time Detail

Mikel Jaxson is showing up on the department's preliminary paylist under the 'Missing a Paycheck' section. They review Mr. Jaxson's Timesheet and Payable Time Detail. Why is there no paycheck and what should the department do? (**Note:** Jaxson continues onto the next page.)

**Need Timesheet** 



### Mikel Jaxson continued....

#### Timesheet

 Jaxson,Mikel
 Employee ID 35955555

 POSTDOC ASO
 Empl Record 4

 Actions▼
 Earliest Change Date 03/05/2021

I UNDERSTAND that the below hours may not accurately reflect my actual daily hours but represent the weekly (Friday – Thursday) total. By submitting my time, I agree that my total actual hours meet or exceed total time reported.

