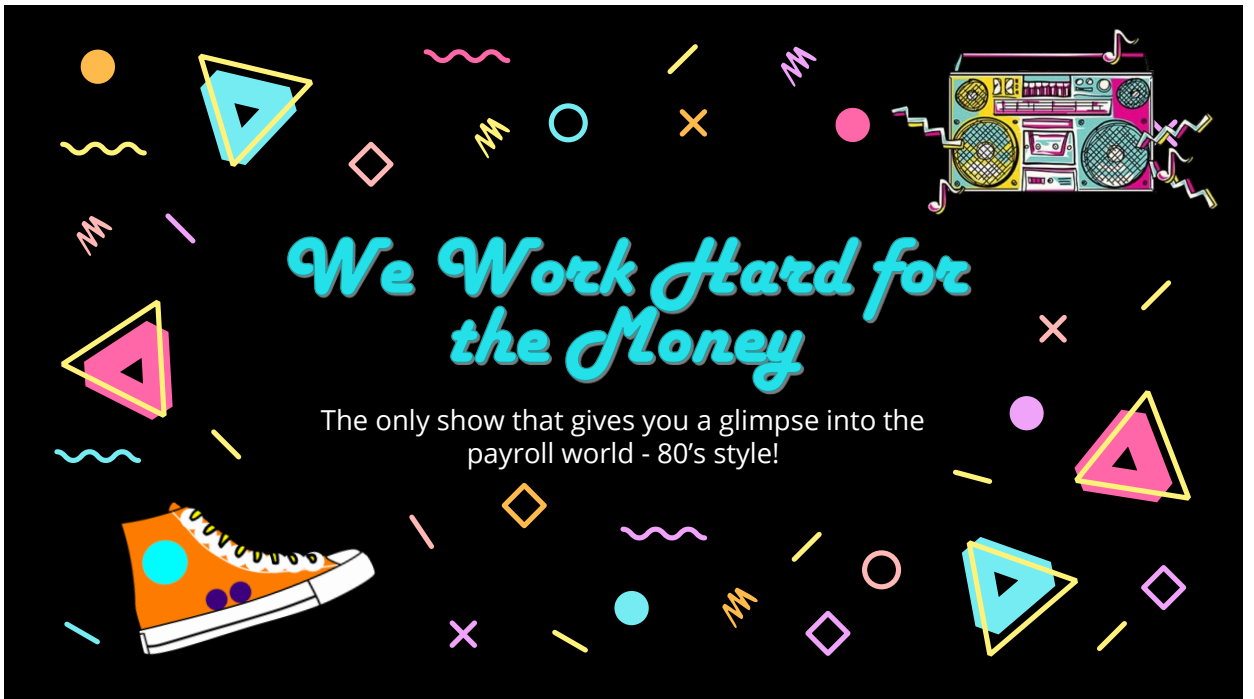
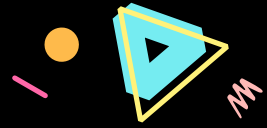


1



2

LEARNING OBJECTIVES



Recognize the impact of departmental payroll processing on the bi-weekly payroll closing

Identify resources and best practices to enable accurate and timely bi-weekly payroll processing

Give examples of components that make up the bi-weekly payroll closing



3

AGENDA



1) Types of Employees & Payments

2) Payroll Life Cycle

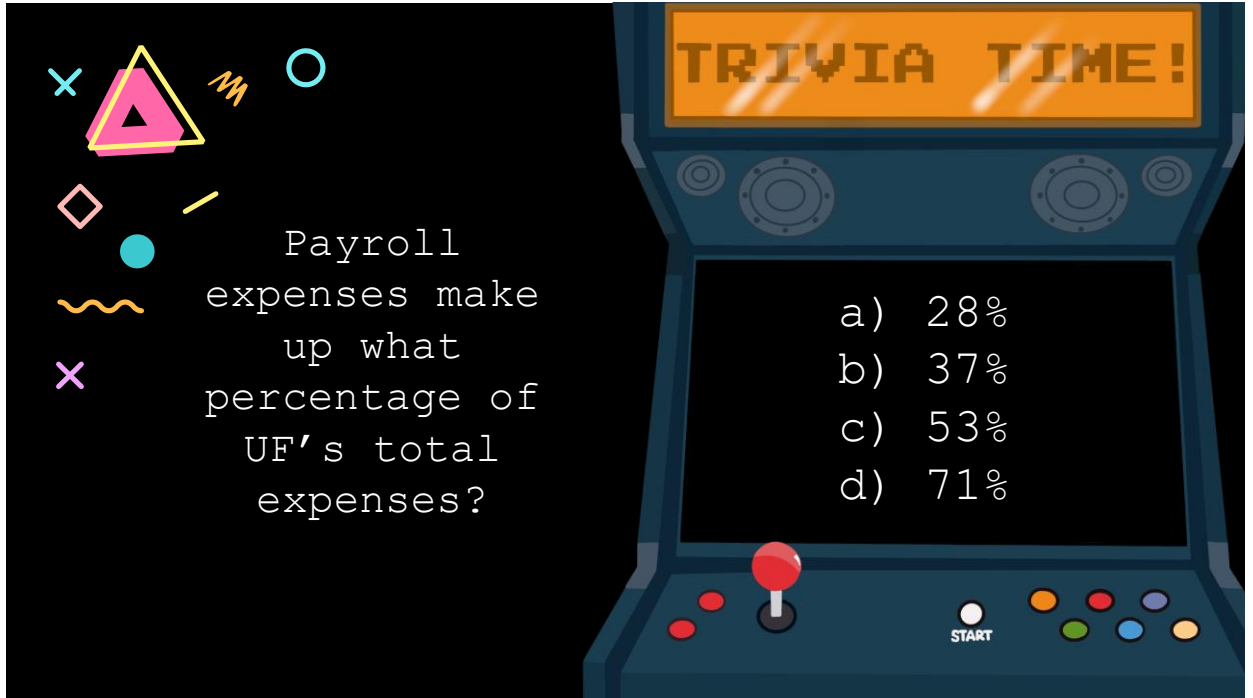
3) Biweekly Processing

4) Wage Overpayments Cycle

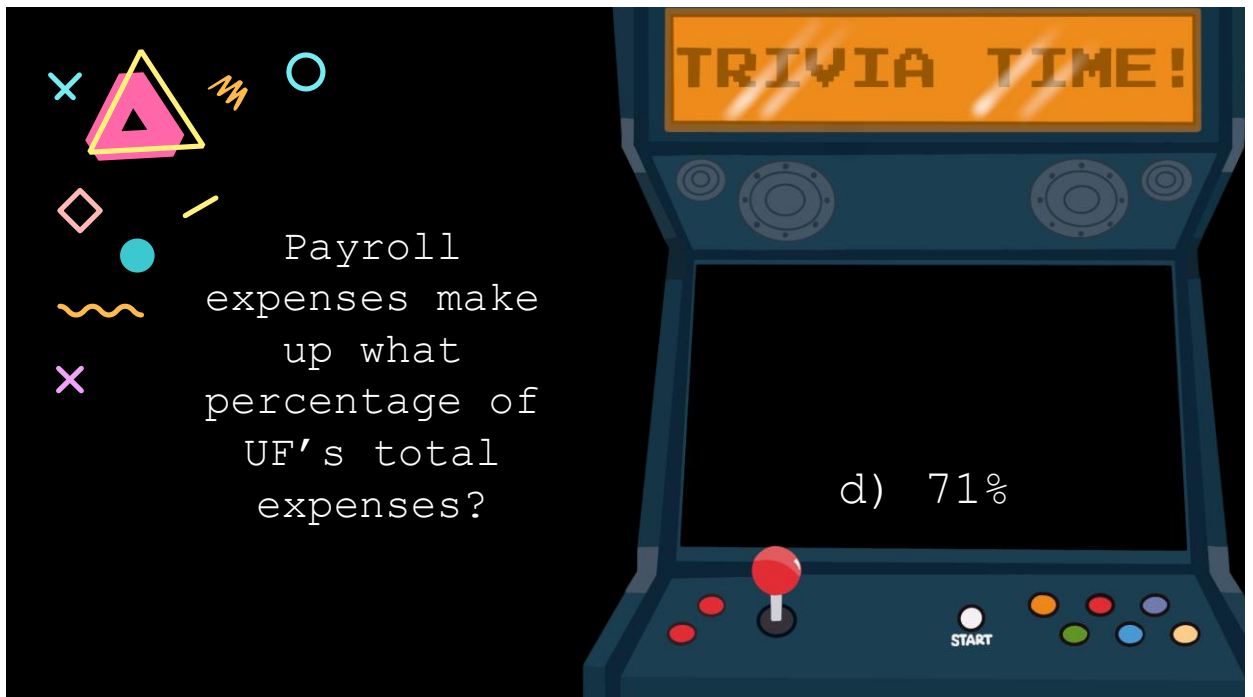
5) Game: What's Wrong With this Picture?



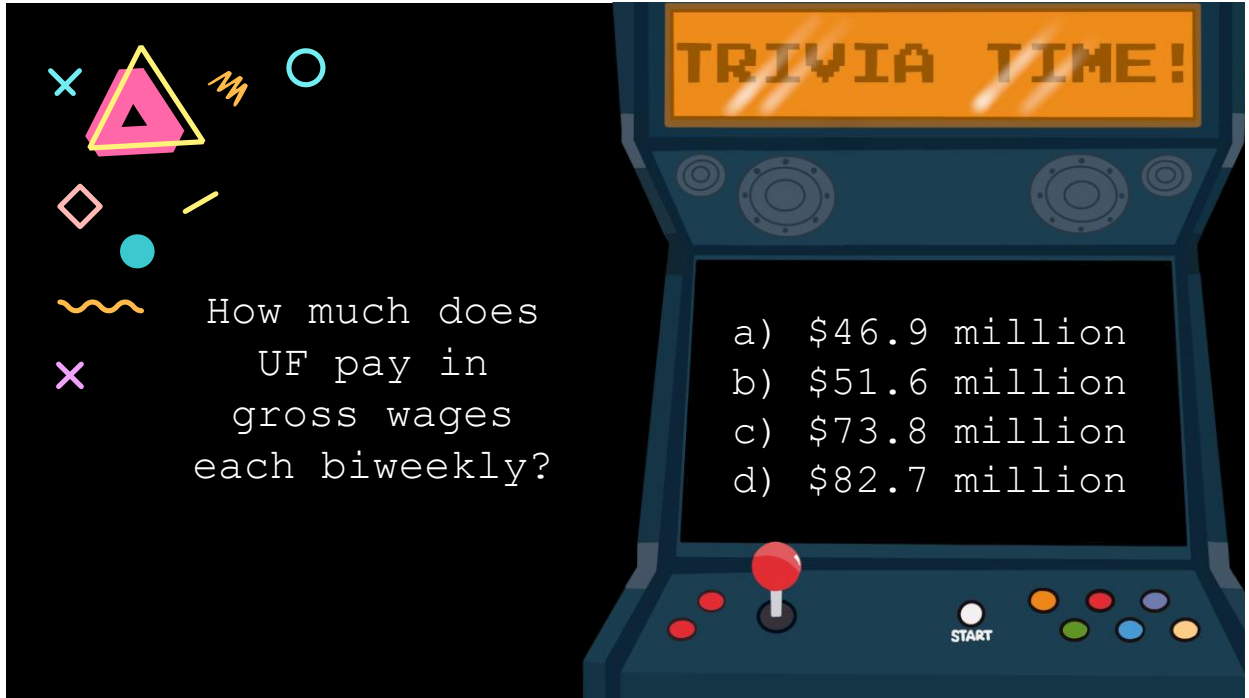
4



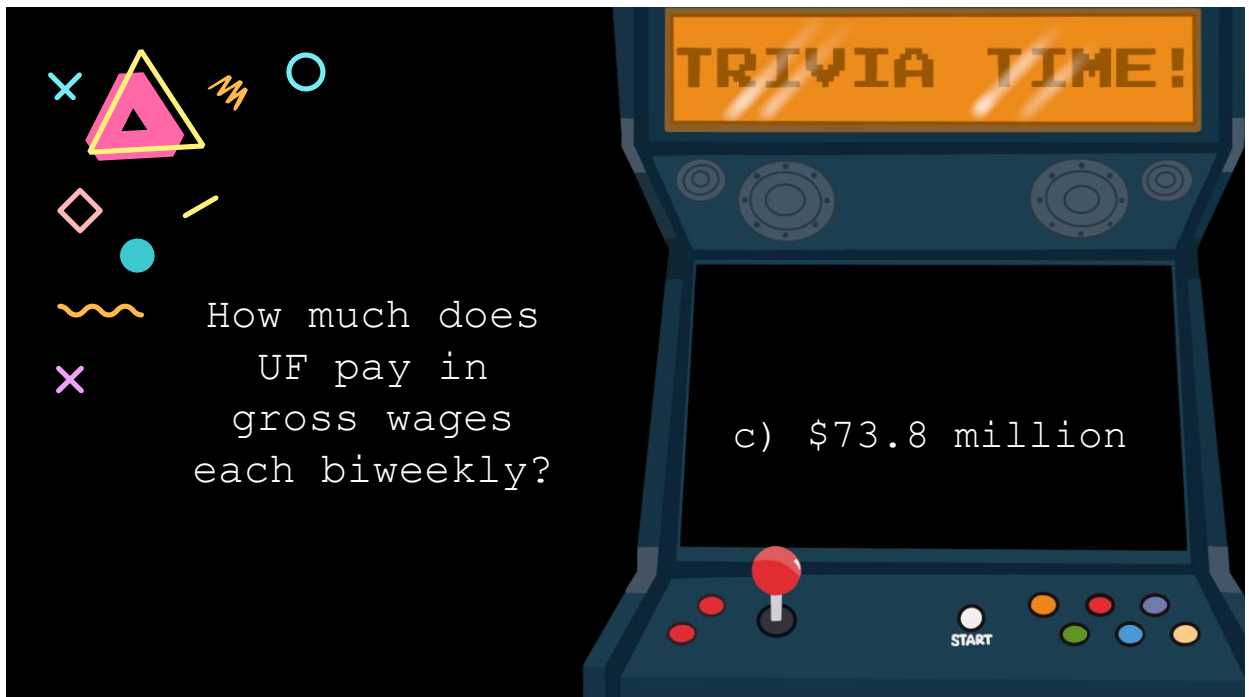
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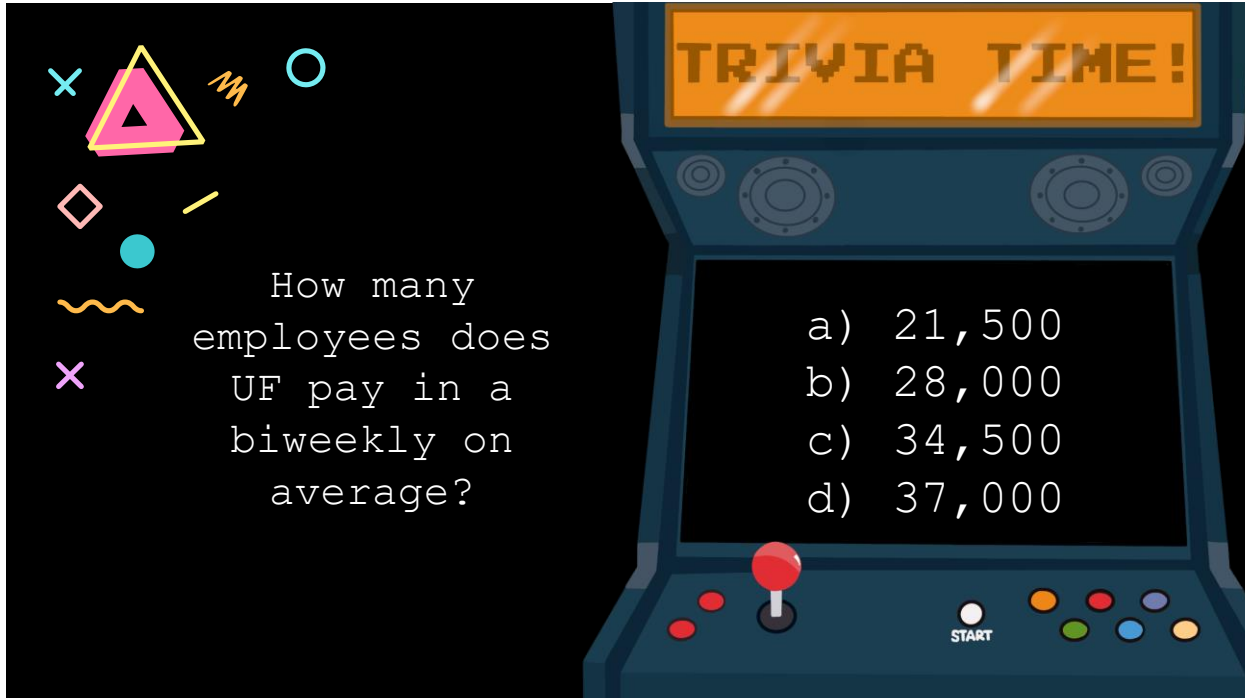
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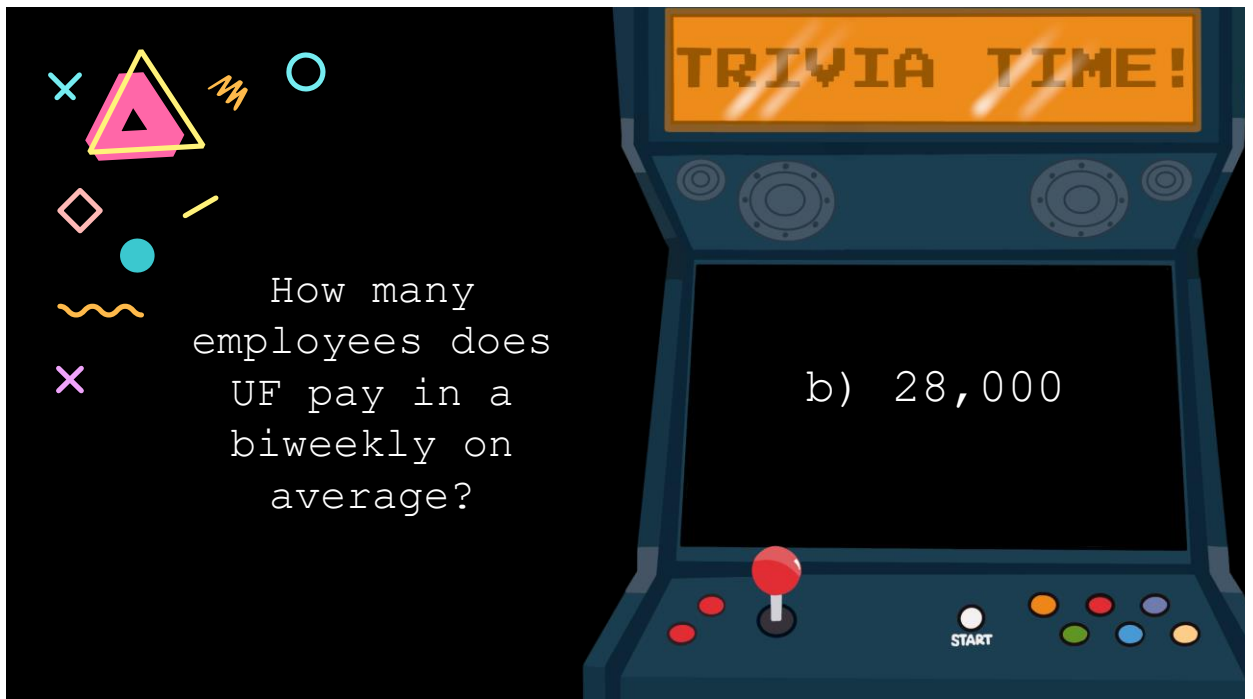
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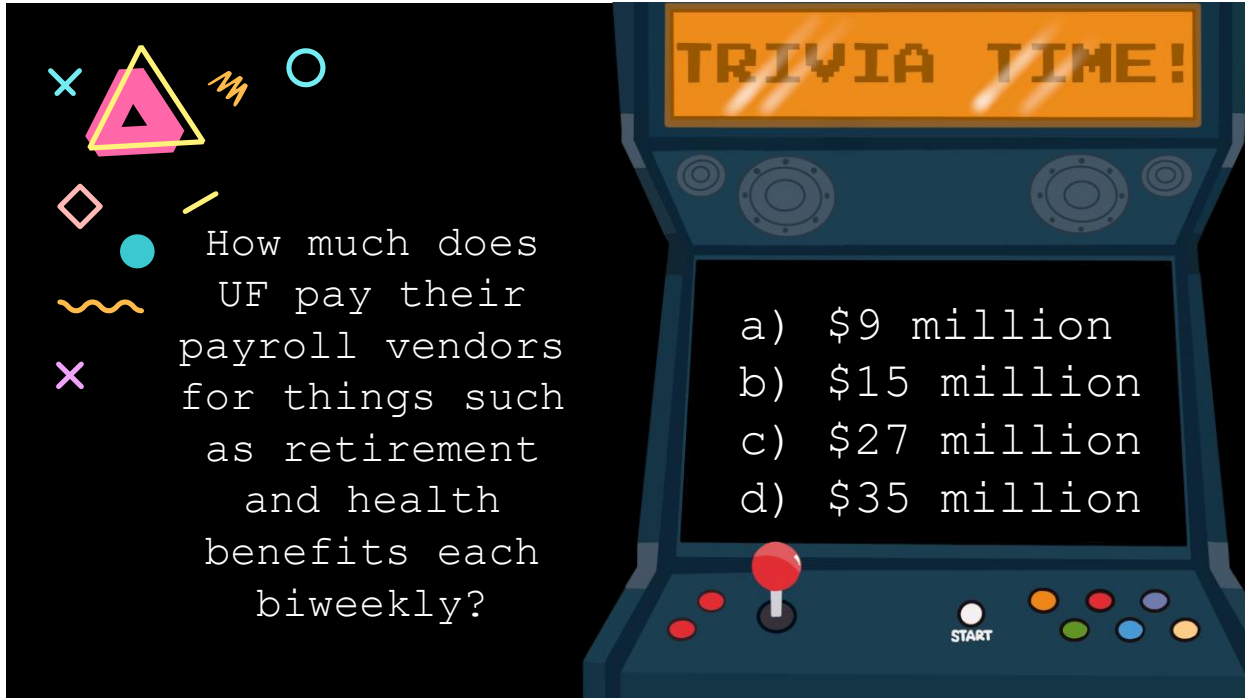
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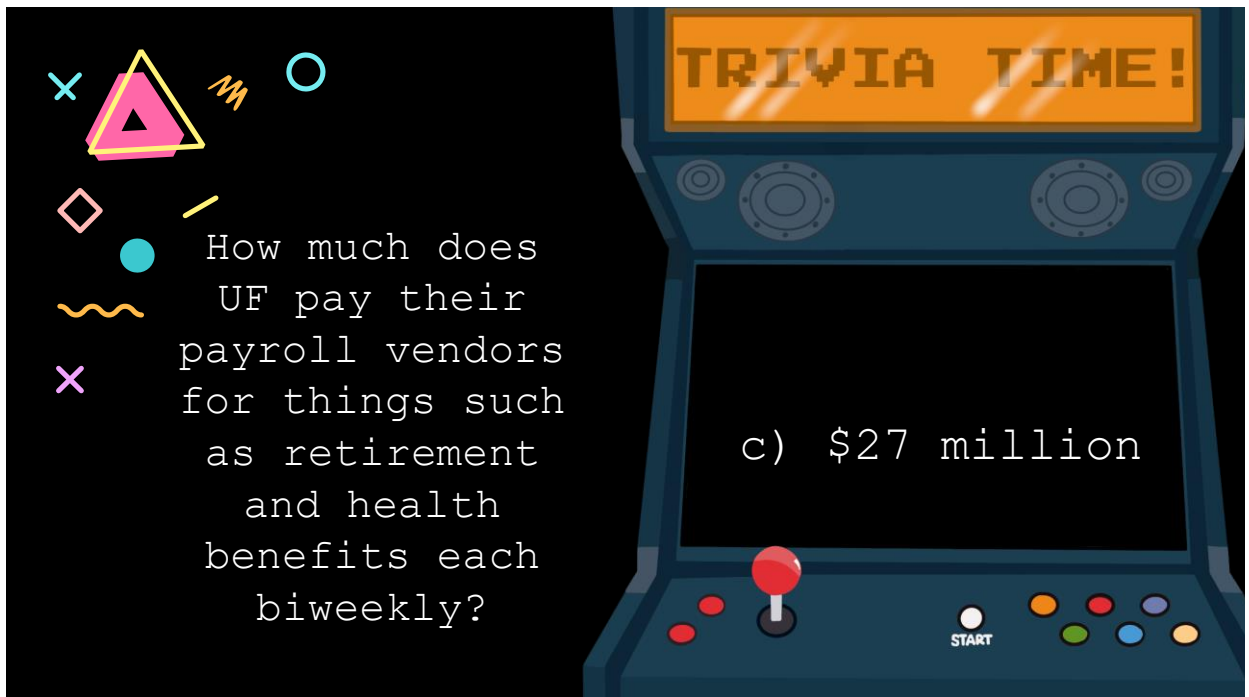
9



10



11



12



DID YOU KNOW?

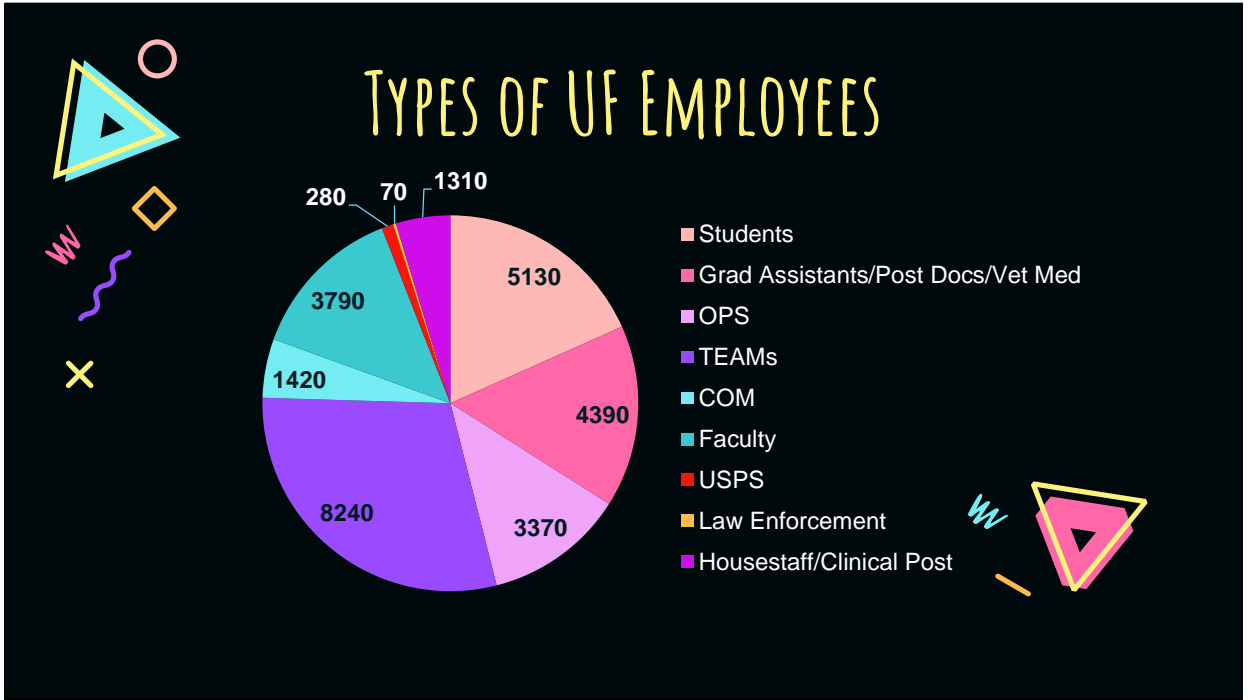
Did you know that in the 80's, candy bars only cost \$0.25?

13

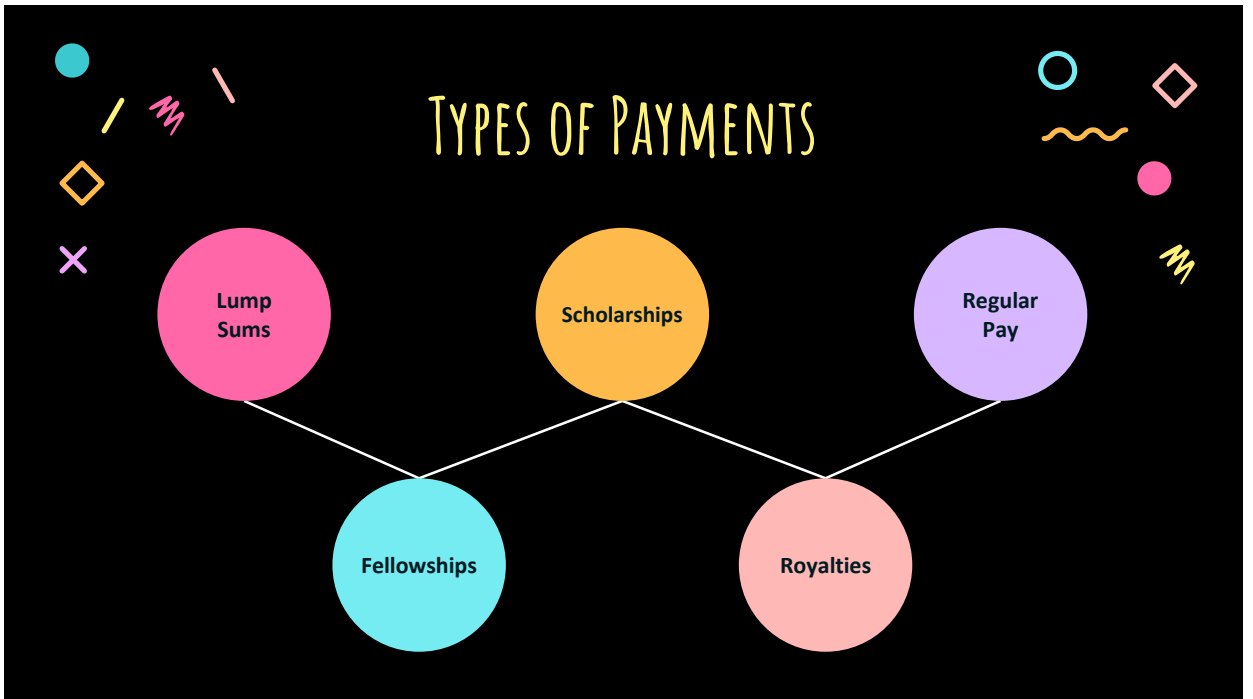


TYPES OF EMPLOYEES AND PAYMENTS

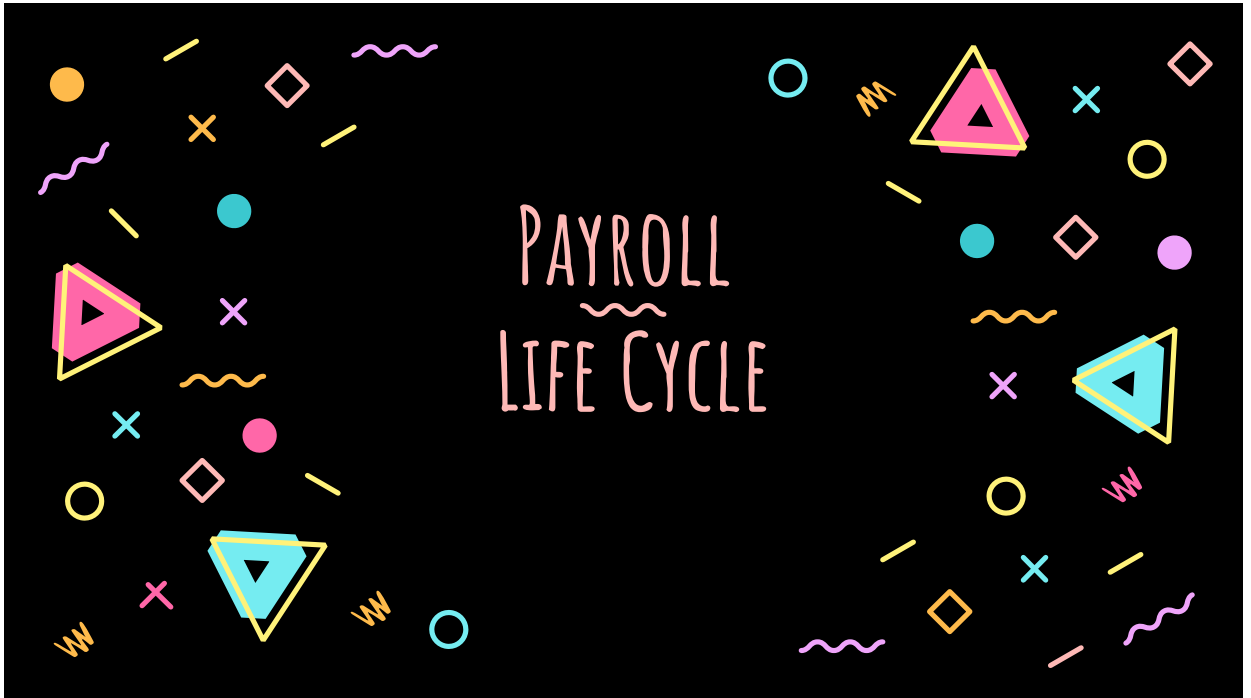
14



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16



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PAYROLL LIFE CYCLE: WHAT EMPLOYEES SEE

Friday	1 st day of new pay period
Saturday/Sunday	No work!
Monday	2 nd workday of pay period
Tuesday	3 rd workday of pay period
Wednesday	4 th workday of pay period
Thursday	5 th workday of pay period
Friday	6 th workday of pay period; PAYDAY!
Saturday/Sunday	No Work!
Monday	7 th workday of pay period
Tuesday	8 th workday of pay period
Wednesday	9 th workday of pay period
Thursday	10 th (final) workday of pay period; all time and leave must be entered by midnight

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PAYROLL LIFE CYCLE: WHAT DEPARTMENTS SEE

Friday	1 st day of new pay period; employees time must be approved by 10am; preliminary payroll available for review
Saturday/Sunday	Weekend
Monday	Final payroll and cost reports available for review
Tuesday	3 rd workday of pay period
Wednesday	4 th workday of pay period
Thursday	5 th workday of pay period
Friday	6 th workday of pay period; PAYDAY!; HR deadline for Job Changes
Saturday/Sunday	Weekend
Monday	7 th workday of pay period
Tuesday	8 th workday of pay period
Wednesday	Preliminary payroll available for review
Thursday	10 th (final) workday of pay period; all time and leave must be entered by midnight; preliminary payroll available for review

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PAYROLL LIFE CYCLE: WHAT PAYROLL SEES (WEEK 1)

Friday	1 st day of new pay period; Run reports and send notices of any actions needed for employee payments by 10am; Preliminary payroll available for review; Payroll process begins at 10am & ends whenever we are done; HR uploads processing, Review queries and reports; Distributions must be entered by noon; Missing distribution listserv sent twice
Saturday/Sunday	Post confirm processing; Final paylists and cost distribution reports created; Files to vendors created
Monday	Final payroll and cost reports available for review; Vendor payments processing, EFT cancellations due; Tax reconciliation for paycheck deposit
Tuesday	Emergency check submission deadline; Process adjustment runs
Wednesday	Process emergency checks
Thursday	Process adjustment runs

20

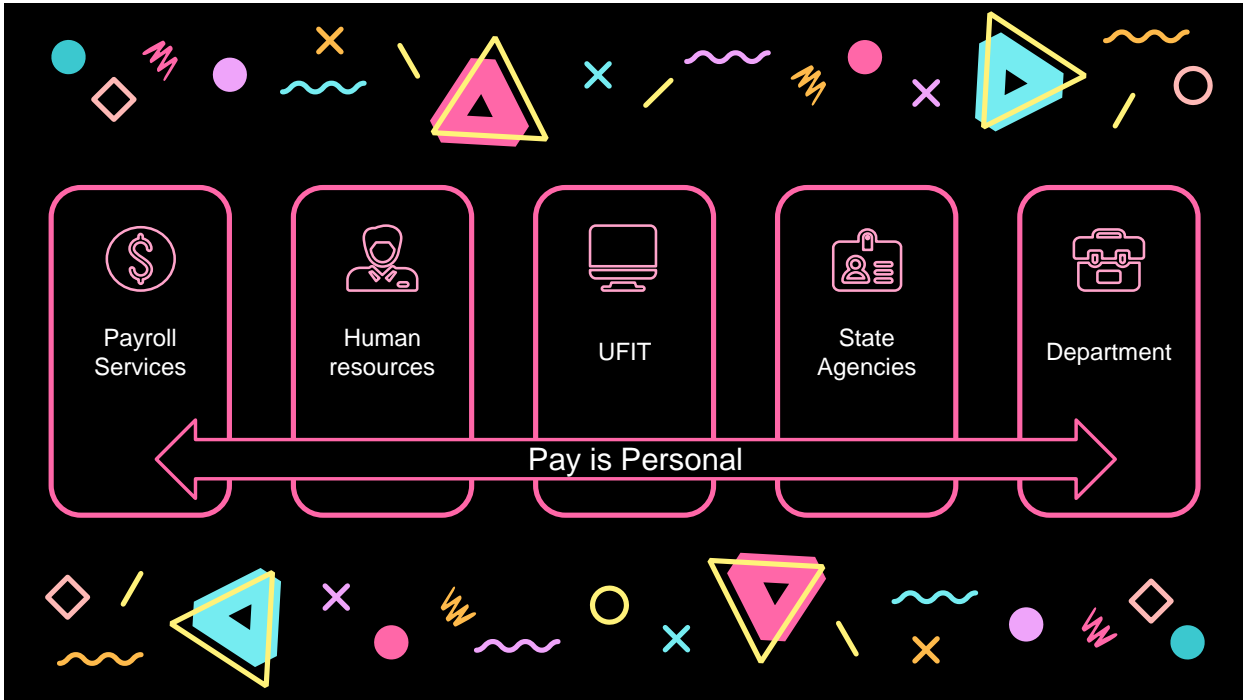
PAYROLL LIFE CYCLE: WHAT PAYROLL SEES (WEEK 2)

Friday	Process adjustment runs; PAYDAY!; HR deadline for Job Changes
Saturday/Sunday	Retro pay process runs
Monday	Emergency check submission deadline; Review retro pay entries; Payroll listserv message sent; Missing distribution listserv sent; Process adjustment runs
Tuesday	Review retro pay entries; Confirm emergency check run; Missing distribution listserv sent; Process emergency checks
Wednesday	Preliminary payroll available for review; Preliminary paychecks for pay period available for review; Run queries & reports for potential errors; Initial HR adjustment upload; Enter On-Cycle adjustments; Missing distribution listserv sent
Thursday	10 th (final) workday of pay period; All employees time and leave must be entered by midnight; Preliminary payroll available for review; Confirm leave cashouts ; Missing distribution listserv sent

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THERE IS NO "I"
IN "TEAM"

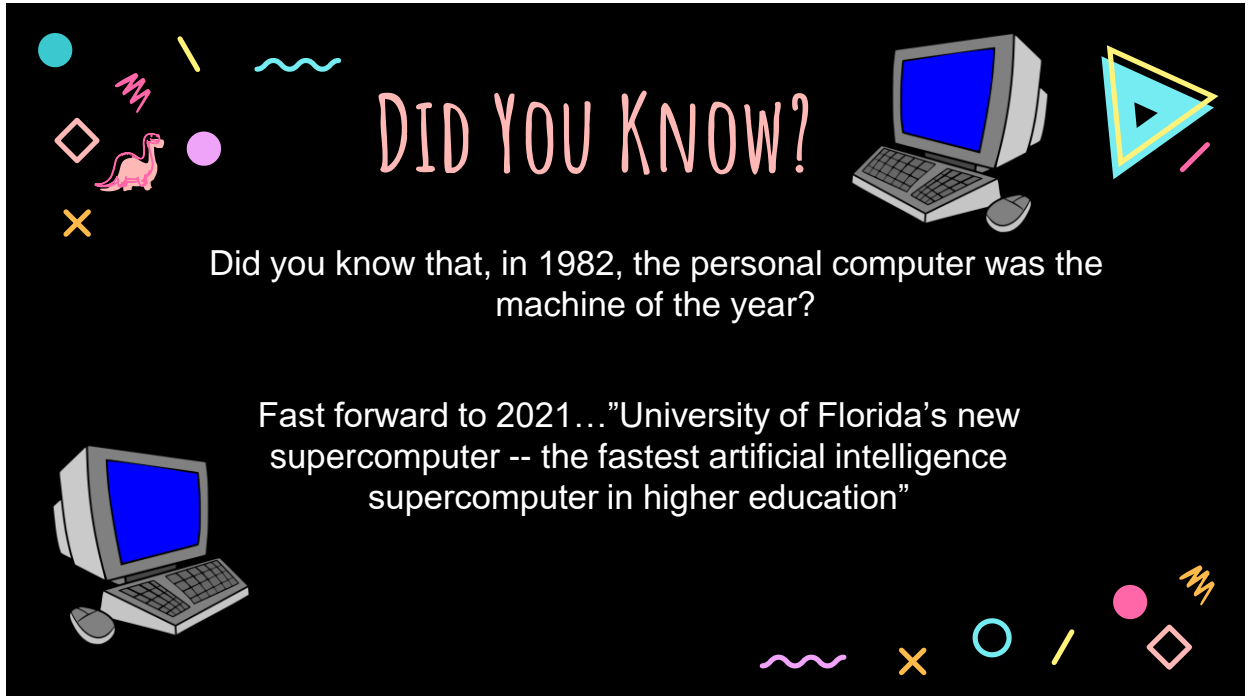
22



23



24



DID YOU KNOW?

Did you know that, in 1982, the personal computer was the machine of the year?

Fast forward to 2021... "University of Florida's new supercomputer -- the fastest artificial intelligence supercomputer in higher education"

25



HOW CAN DEPARTMENTS HELP WITH BIWEEKLY PAYROLL?

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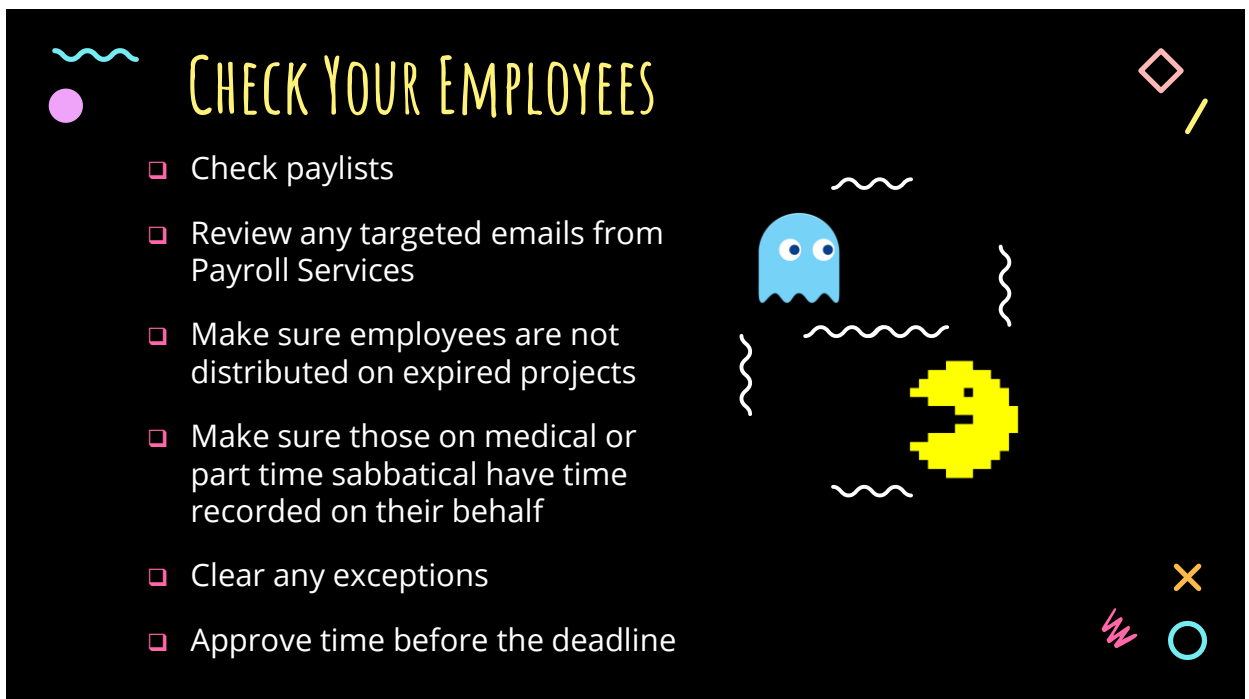


KNOW THE DEADLINES!

Payroll Schedule

Reading Listserv Messages


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CHECK YOUR EMPLOYEES

- Check paylists
- Review any targeted emails from Payroll Services
- Make sure employees are not distributed on expired projects
- Make sure those on medical or part time sabbatical have time recorded on their behalf
- Clear any exceptions
- Approve time before the deadline

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Main Menu


Human Resources

Payroll for North America

Payroll Processing USA

Produce Payroll

Review Paycheck



REVIEW
PAYCHECK

Paycheck Earnings
Paycheck Taxes
Paycheck Deductions

Empl ID 12345678 Name Gator, Albert

Company LFL Pay Group E12 Pay Period End 01/21/2021 Page 1111 Line 1 Separate Check

Paycheck Information

Paycheck Status Confirmed Paycheck Option Advice

Issue Date 01/29/2021 Paycheck Number 11111111

Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings 2,892.13

Taxes 581.24

Deductions 157.16

Net Pay 2,143.73

Earnings Find | View All First 1 of 1 Last

Begin Date 01/08/2021 End Date 01/21/2021 Add'l Line Nbr 1 Reason Not Specified

Empl Record 0 Benefit Record 0 Additional Data



Salaried		Hourly		Overtime	
Hours	Rate	Hours	Rate	Hours	Rate
0.00	36.026628	0.00	0.000000	0.00	0.000000
Earnings 0.00		Earnings 0.00		Earnings 0.00	


State FL Locality

Rate Used Hourly Rate Shift Not Applicable Shift Rate

Other Earnings Personalize | Find | View All | First 1-2 of 2 Last

Code	Description	Rate Used	Hours	Rate	Amount	Source
HOL	Holiday	Hourly Rate	8.00	36.026628	288.21	
TMS	115-Regular TEAMS (S)	Hourly Rate	72.00	36.026628	2,593.92	



Main Menu


Human Resources

Manager Self Service


Time Management

View Time

Payable Time Detail




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PAYABLE TIME DETAIL

- A Payroll Processor's Best Friend!



REVIEW
PAYCHECK

Payable Time Detail

Gator, Albert Employee ID 12345678



Fiscal Assistant I Employment Record 0


Start Date 03/17/2021 End Date 03/22/2021 Previous Employee Next Employee

Payable Status Filter

Date	Status	Reason Code	Time Reporting Code	Quantity/TRC Type	Estimated Gross
03/17/2021	Distributed		TNE	8.00 Hours	
03/18/2021	Distributed		TNE	8.00 Hours	
03/19/2021	Needs Approval		TNE	8.00 Hours	
03/22/2021	Needs Approval		TNE	8.00 Hours	

Return to Select Employee Total Quantity 32.000000



Main Menu


Human Resources

Manager Self Service

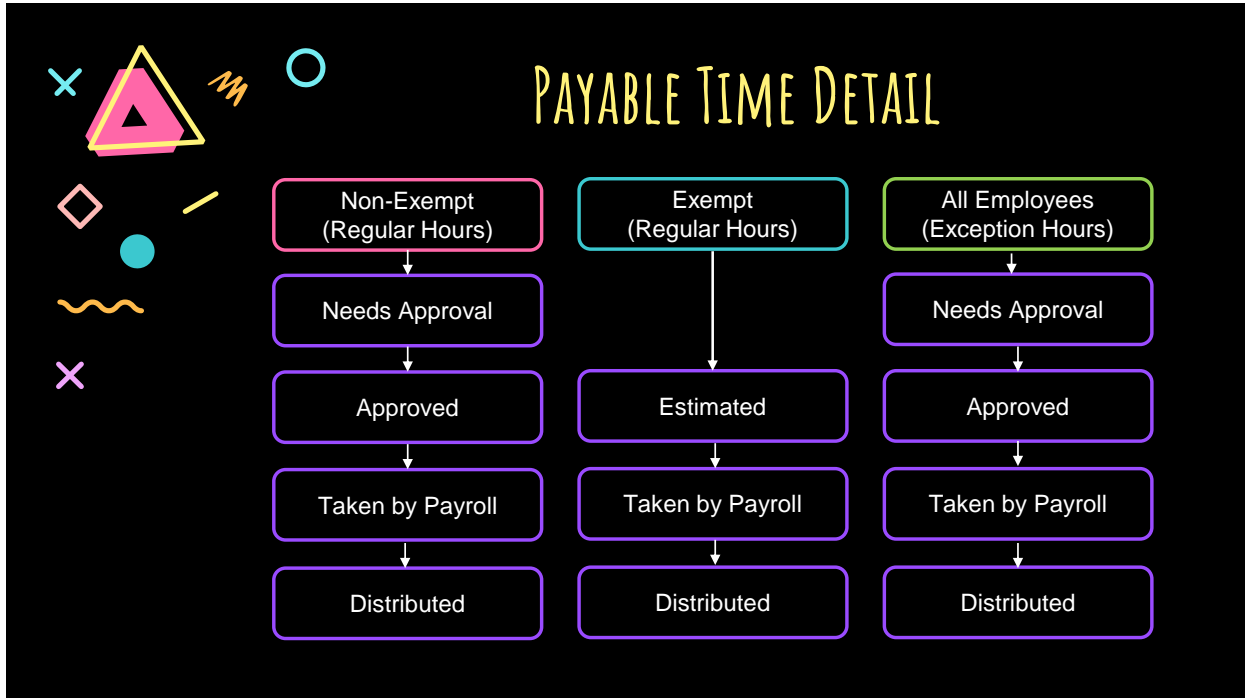
Time Management

View Time

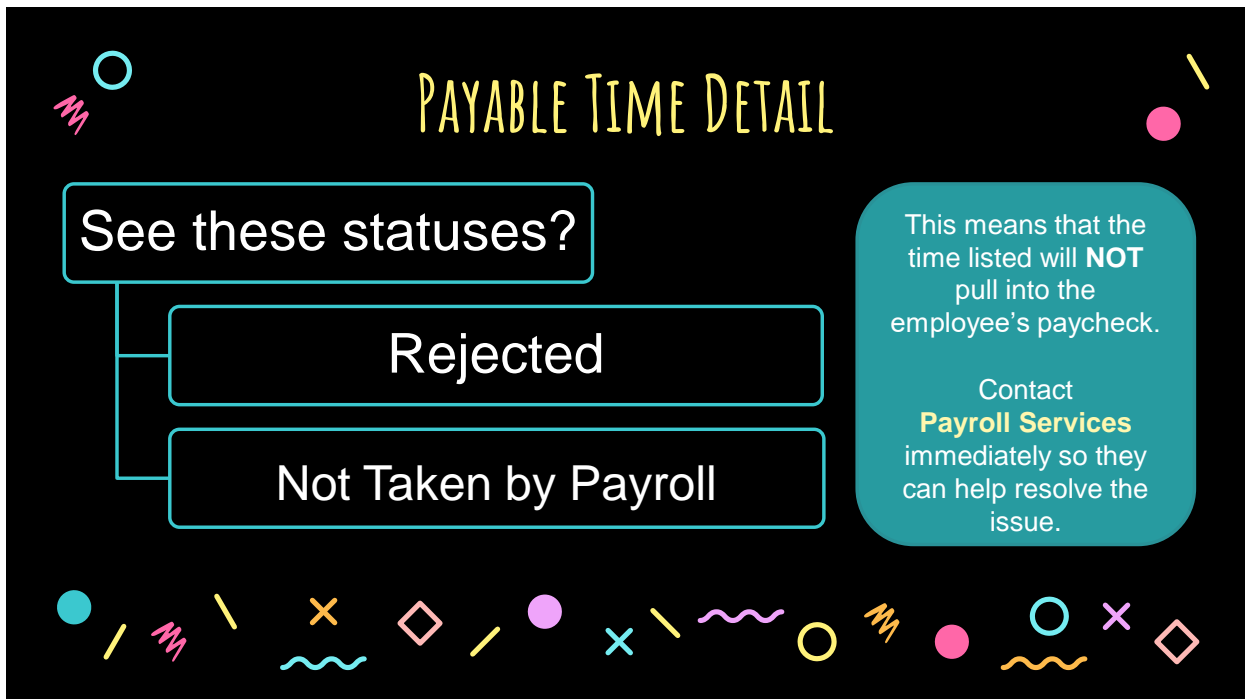
Payable Time Detail



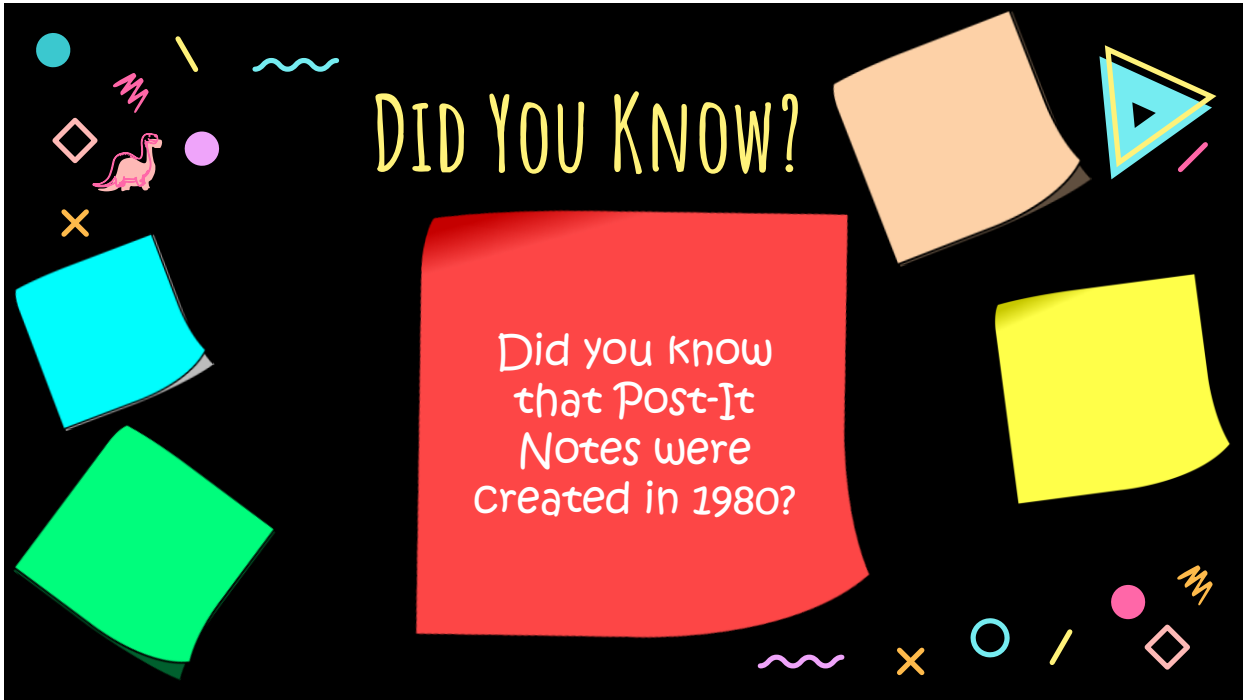
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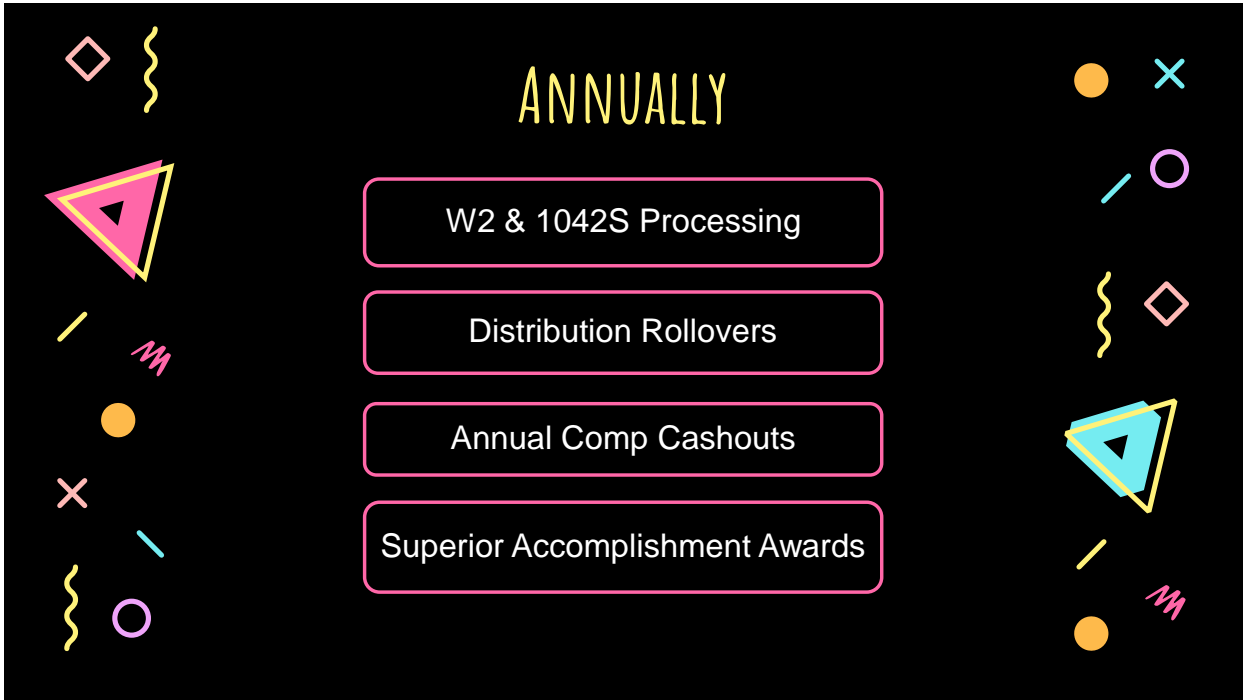
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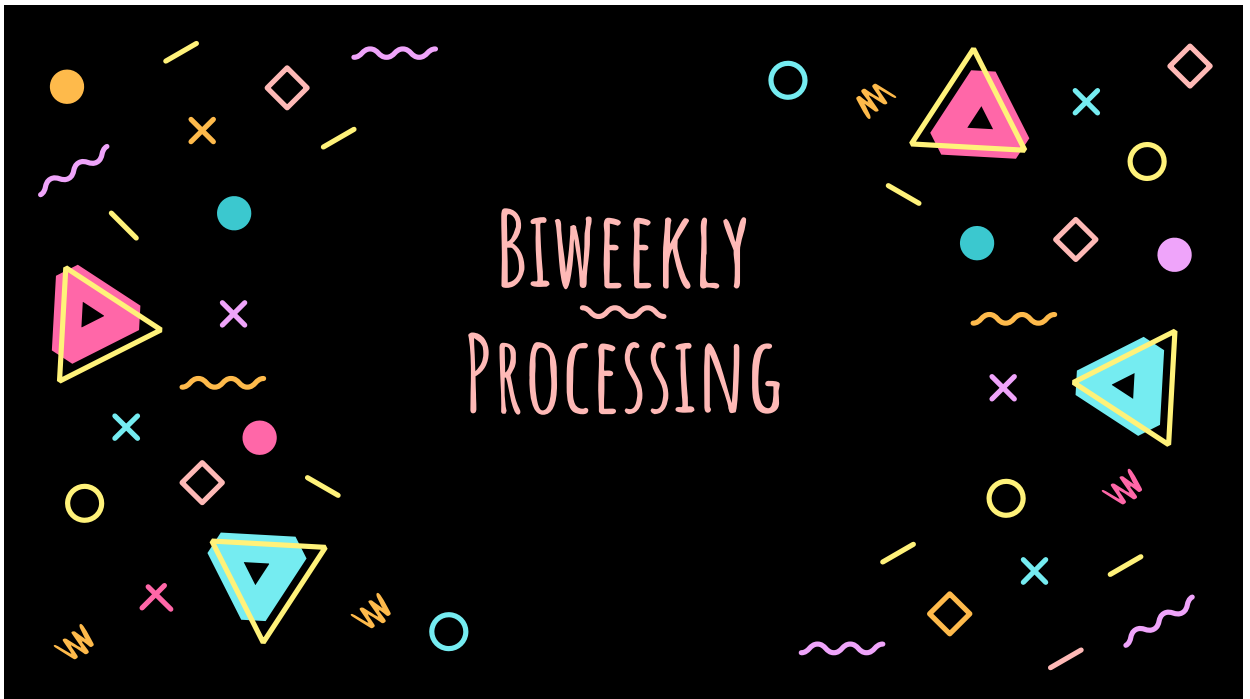
33



34

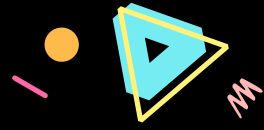


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FOREIGN NATIONALS



Payroll assists with foreign national suppliers and foreign national hires

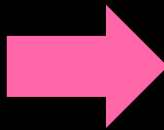


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EMERGENCY CHECKS



Payroll processes
2
emergency
check runs per
biweekly



This results in
approximately
340
emergency
checks per year



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RETRO PAY REVIEW

Payroll Services reviews retro payments due to late job changes. In the last 6 months, **1,335** retro pay payments have been made totaling almost **\$639,000**

Negative Retro Payments:
\$(70,000)

Positive Retro Payments:
\$709,000

***Best Practice:** Review any retro payments on the preliminary payroll to ensure it is as expected.

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ADJUSTMENTS/REFUNDS

Payroll processes adjustments and refunds for...

Health Benefits

Retirement

Taxes

Garnishments

40

LEAVE CASHOUTS

Payroll Services processes leave cashouts each biweekly.

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PRIOR 90 TIME ADJUSTMENTS

Payroll processors in the department can adjust timesheets going back 90 days. After that, Payroll Services must make the adjustments.

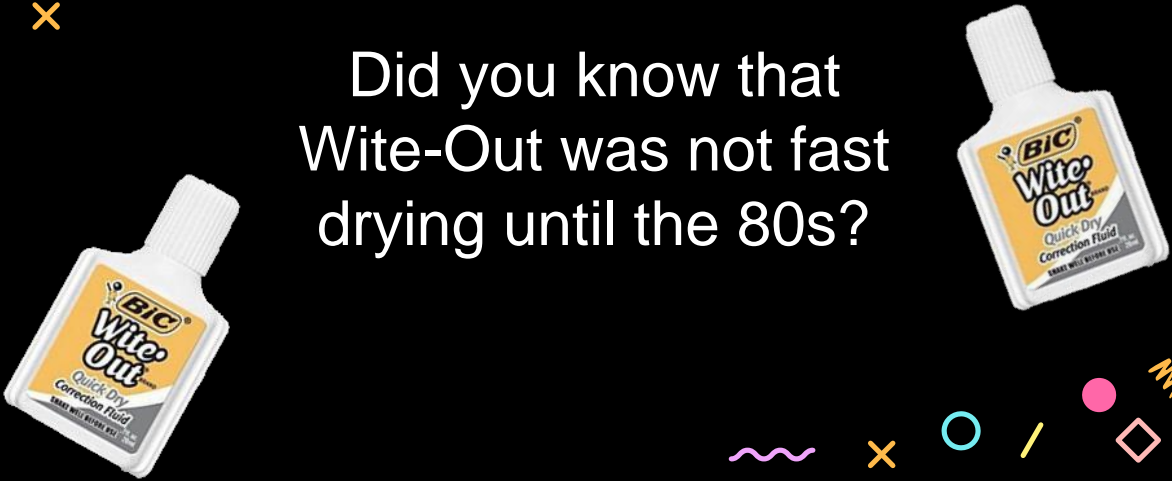
Main cause is converting time worked to leave time

Best practice is conducting a leave audit prior to the end of each quarter

42

DID YOU KNOW?

Did you know that
Wite-Out was not fast
drying until the 80s?



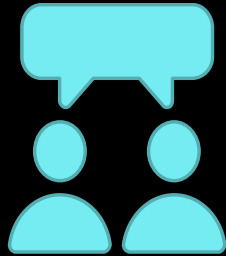
43

AS NEEDED

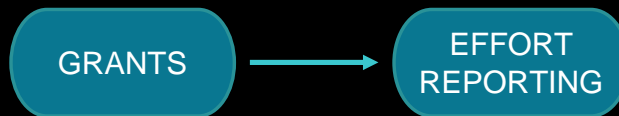
Compensation Requests for Form 990s
State Adoption Benefit Payments
Garnishments
Beneficiary Payments

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DISTRIBUTION ASSISTANCE

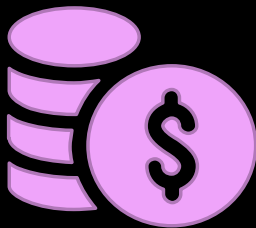


Payroll Services provides guidance to help departments with complex distribution scenarios. These usually involve funds from grants that feed into effort reporting.



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WAGE OVERPAYMENTS



Wage overpayments usually occur due to either:

- A termination not being entered timely or
- A rate change not being entered timely

46

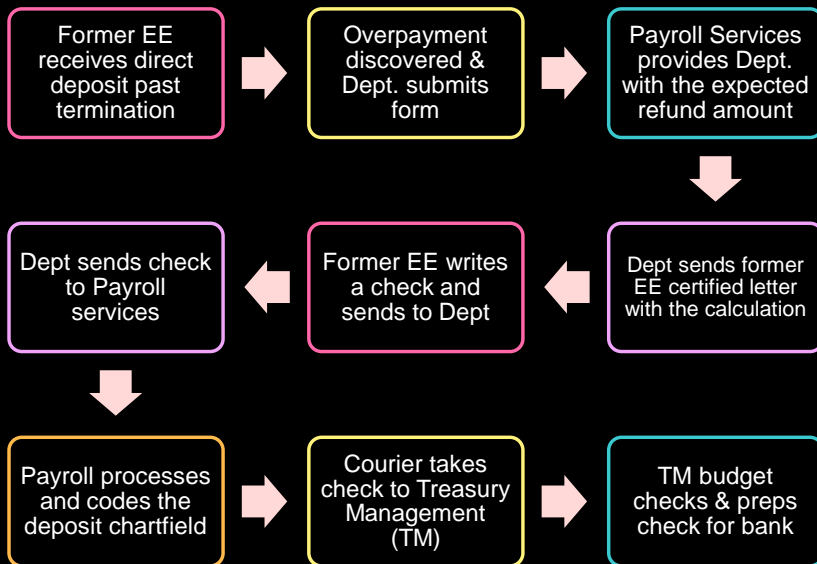
WAGE OVERPAYMENT LIFE CYCLE



In this scenario, we are going to assume the employee left UF for other opportunities and the overpayment occurred in a prior year. To keep it simple, there won't be any grants involved and it will be a single repayment (not monthly repayments).

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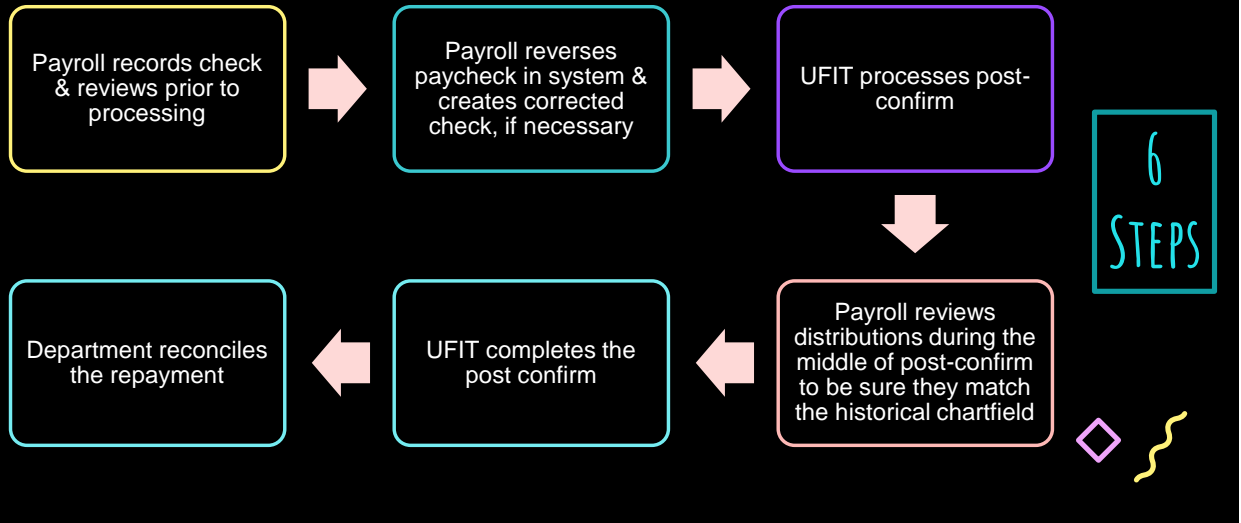
GETTING THE PAYMENT FROM THE FORMER EMPLOYEE



9
STEPS

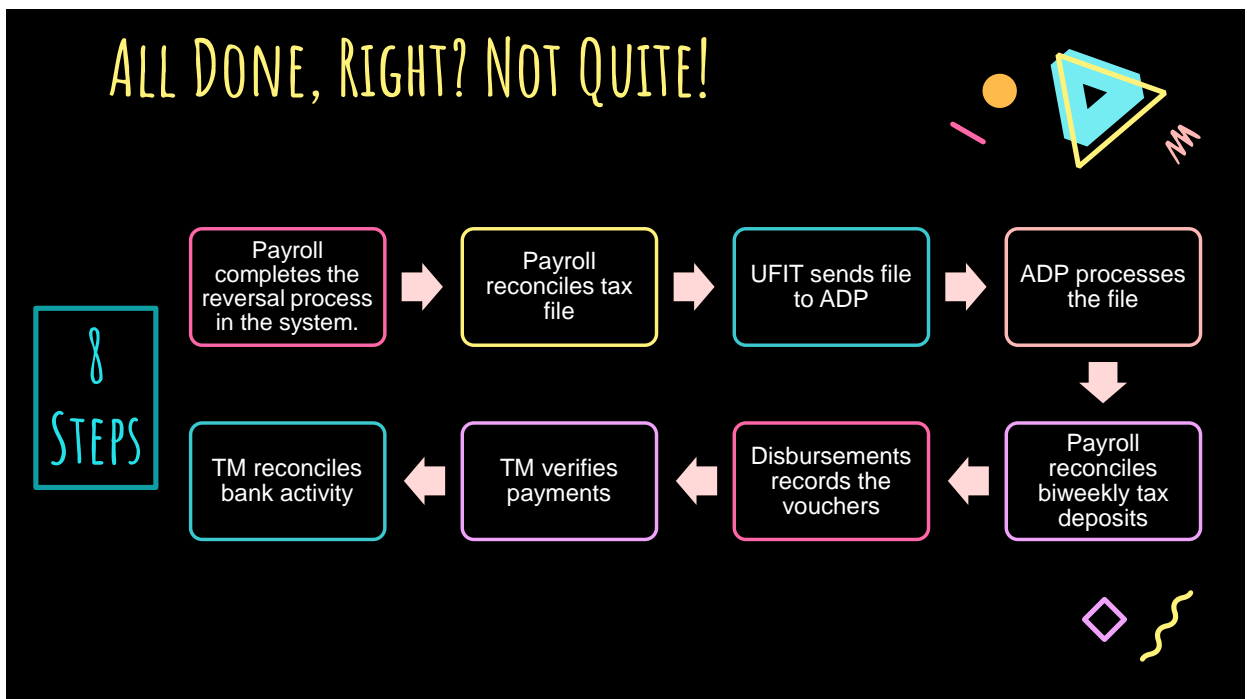
48

THERE'S MORE!



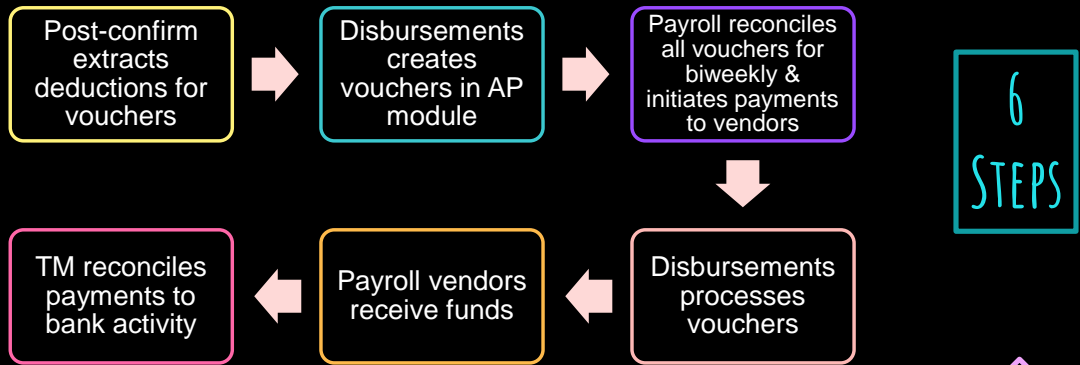
49

ALL DONE, RIGHT? NOT QUITE!



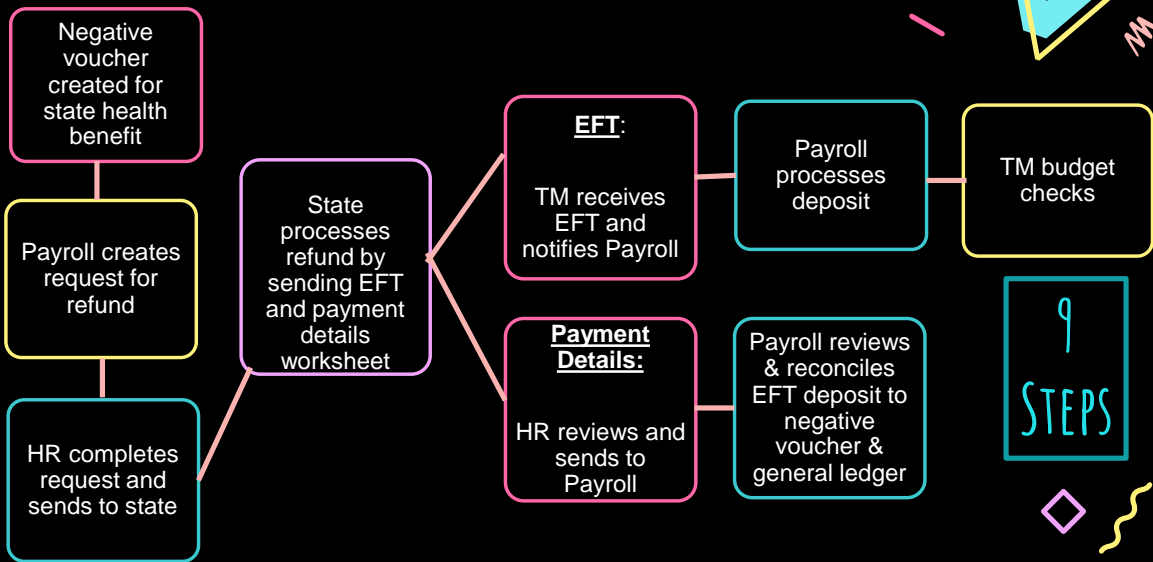
50

WAIT, THERE'S MORE!



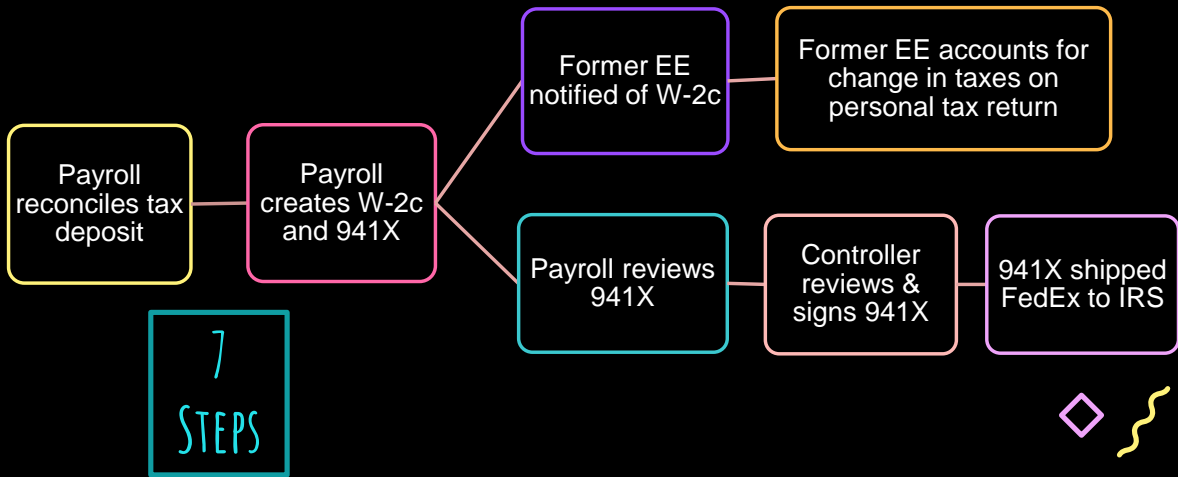
51

BUT THERE'S MORE!



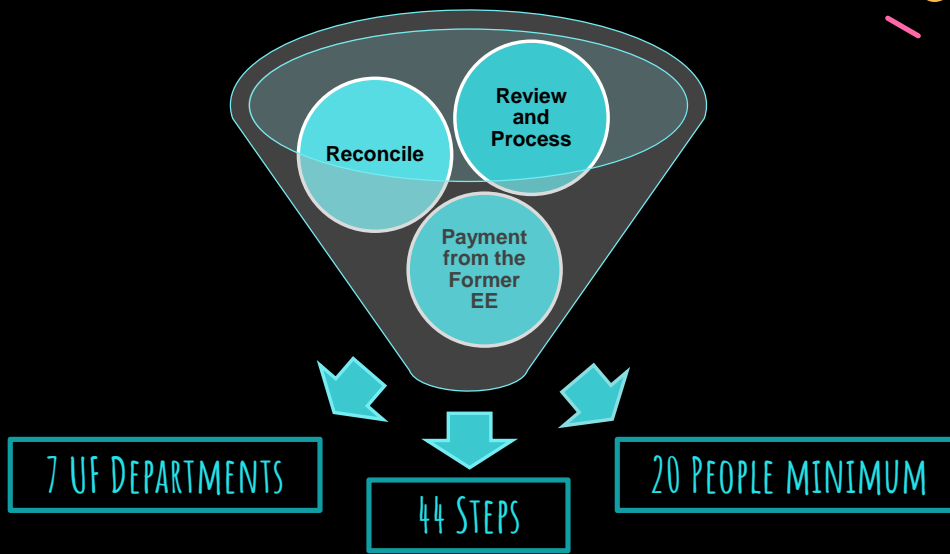
52

BUT WAIT, THERE'S STILL MORE!



53

SO, LET'S PUT IT ALL TOGETHER



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HOW TO PREVENT WAGE OVERPAYMENTS

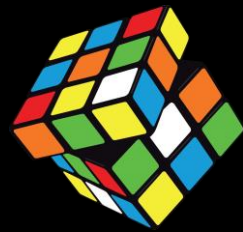
Check paylists for employees who were terminated during the pay period.

***Best Practice:** When an employee is leaving the University, the Supervisor should email the employee and copy Department Payroll Processor & HR Liaison.

55

DID YOU KNOW?

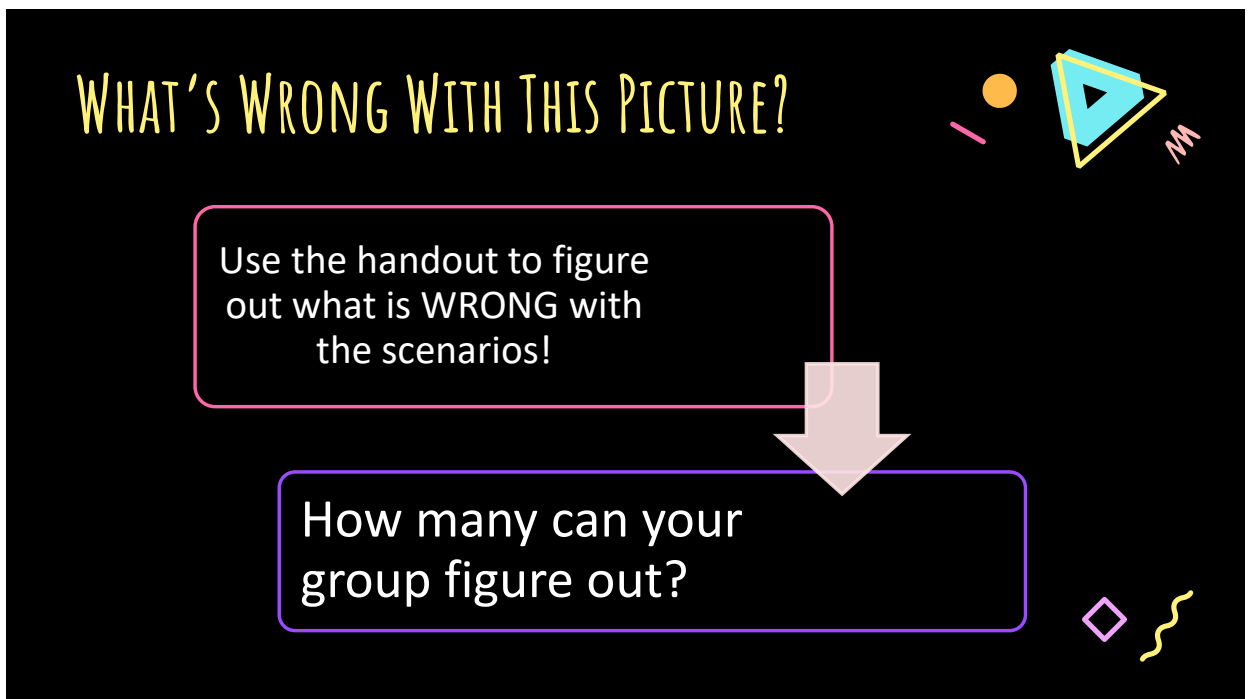
Did you know that the Rubik's cube has 43 quintillion potential variations?



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WHAT WAS WRONG IN SCENARIO 1?



You Two

Diranne Deran



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WHAT WAS WRONG IN SCENARIO 2?



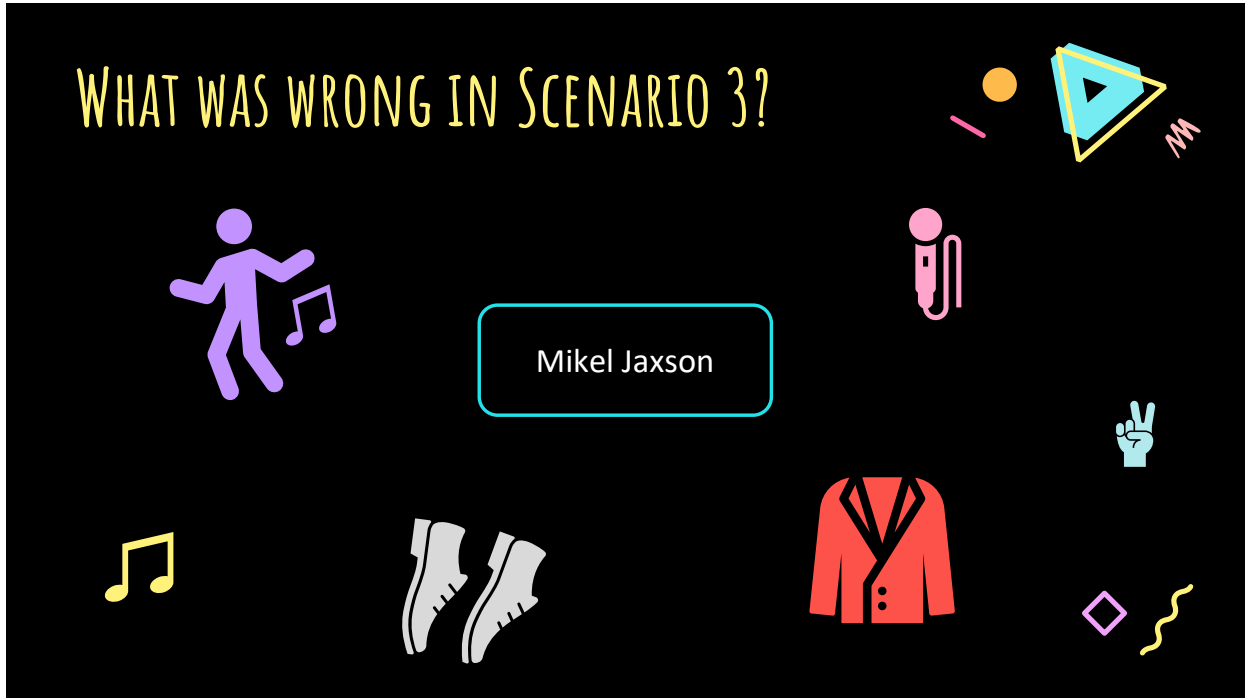
Suzann Summers

Jayne Phonda

Richard Symmuns



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Poll: Rate this session.

- Excellent
- Good
- Neutral
- Needs Improvement

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