Welcome to Payroll Processing 101
Payroll Personnel

EPA Trainer
Payroll Corrections
EPA Creator Tips
Cell Phone Allowances
Court Orders

Rachel Flores
Payroll Personnel

Monthly and Supplemental Payroll “Go-To” Person

Monthly EPA Documents

Monthly BVD’s

Supplemental Pay Forms

Sylvia Garcia
Payroll Personnel

Bi-Weekly Payroll

Bi-Weekly EPA Documents

EPA Creator Tips

TimeTraq Contact

Maria Alaffa
EPA’s Drive the Payroll

Create an EPA every time you:

* Hire a new employee
* Terminate an employee
* Change account number, title, etc.
EPA Creators

Must have training before given access to create EPA documents

There is a Train Traq course #2111629 (with quiz) that can be accessed in SSO

Rachel will do One-on-One training upon request
Glossary

Annual Term

The period of time the POSITION will be on the payroll. For wage and budgeted positions, these dates are typically 9/1 through 08/31.
Glossary

Annual Term

For *Teaching* and *Graduate Assistant* positions, the appointment duration is often different. The person may just be employed for the fall semester (9/01-01/15), or the spring semester (1/16-05/31).

Annual term date will be 9/1 - 5/31 or 8/31
Glossary

Annual Term

Any term is valid in the system, provided the term is specified in $\frac{1}{2}$ month increments.
The BPP system is organized by positions. However, positions and people in positions change over the course of the year.

Each \textit{CHANGE} to the position is called an \textbf{ITERATION}.
Glossary

Iteration

Positions at the beginning of the fiscal year begin with iteration 01. As changes occur, iterations increment by one over the course of the year.
In the BPP system, the funding of positions are specified in advance.

The funding source lines specify how those positions will be funded, the account that will pay the salary, and the object code that will be charged on the account.
Monthly EPA’s

What follows after position has been approved through Budget and Human Resources and you hire a new employee?

Search for the PIN that the employee will occupy

Create the EPA with the new info

If temporary PIN, create new PIN and check the box for “Temporary Position”
Questions you must consider before you create an EPA document.

Is this ACTION for a Wage Position or a Budgeted Position?

Wage positions pay an hourly rate of pay and are usually not eligible for benefits.

Budgeted Positions pay a monthly rate and are usually entitled to benefits provided they meet all other criteria.
Questions you must consider before you create an EPA document.

Is this a New Position or am I taking action on an Existing Position?

New positions are positions where the PIN has not yet been created.
Questions you must consider before you create an EPA document.

*Is this a New Position or am I taking action on an Existing Position?*

If there is a position that is budgeted and vacant, you are taking an action on an existing position.
Questions you must consider before you create an EPA document.

*If this is an existing position – do I know the PIN number?*

If not, you can use the search feature to find the correct PIN number.
Effective Dates

Action is Effective From-To:
the first day of the action of the actual change.

For example:

*an employee leaves on 6/05/YYYY, the document will be created as an occupant change (from John Doe to VACANT) effective 6/06/YYYY.*
Teaching Assistants (GTA)

Annual Term dates must be 9 months for T.A.’s

Treated like faculty for appointment periods

Use effective dates as semester dates:

- **Fall** 9/1 – 1/15
- **Spring** 1/16 – 5/31

If TA returns in the Spring semester, a new EPA will need to be created as a new iteration and change in term
Teaching Assistants (GTA)

Problems in the past –

There have been TA’s overpaid due to appointing a TA for 9 months. What if the TA graduates in the Fall semester? It is easy to forget to terminate the TA for the spring semester.
Graduate Assistants-Research - GRA

Unlike TA’s, GRA’s are appointed for the time period for which they work.

GRA’s must work in order to be paid.

50% appointment for 4 ½ months or more qualifies grad students for insurance benefits.

(Never retirement benefits due to the student status)
Summer Faculty Appointments

Full load for faculty teaching in the summer is 12 semester hours.

Summer appointments include Maymester, SSI and SSII.

Any assignment in excess of 12 hours over Maymester, SSI and SSII, will be paid at the adjunct rate and processed on an Academic Supplemental Pay form.

August Semester – Considered part of FALL & paid on an Academic Supplemental Pay Form.
EPA Searches

Name (Last, First) 
ADLOC 
PIN 

UI N/ SSN 

Document #
Searching My Documents

Click on the MY DOCUMENTS button

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**My Document Results (Total items: 3)**

<table>
<thead>
<tr>
<th>Doc ID</th>
<th>Route Doc</th>
<th>Type</th>
<th>Name</th>
<th>PIN</th>
<th>B/W</th>
<th>Adloc</th>
<th>Adloc Description</th>
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<td>EBRCO0007015</td>
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<td>White, Snow B</td>
<td>102293</td>
<td>B</td>
<td>15-120013</td>
<td>PAYROLL</td>
<td>Open for Editing</td>
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<td>B</td>
<td>15-120013</td>
<td>PAYROLL</td>
<td>In Routing</td>
</tr>
</tbody>
</table>
To further refine your search

You may limit the Position Type to **BUDGET ONLY** or **WAGE ONLY**

You may limit the Status to **ACTIVE ONLY**
Keep track of your Documents

Every time you create an EPA document:
the document is filed in “My Documents” on canopy.

Check “My Documents” frequently to follow the status of your document.
Tracking Documents

Rejected – click on Route Doc number to review rejection comments
Tracking Documents

**Cancelled** – Click on Route Doc number to see comments on why the document was cancelled.

<table>
<thead>
<tr>
<th>Doc ID</th>
<th>Route Doc</th>
<th>Type</th>
<th>Name</th>
<th>PIN</th>
<th>B/W</th>
<th>Adloc</th>
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<td>B</td>
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<tr>
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<td>B</td>
<td>15-120013</td>
<td>PAYROLL</td>
<td>In Routing</td>
</tr>
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</table>
EPA Document Routing

Each created *EPA* document follows a routing path:

**Monthly**

1. College/Department
2. Human Resources
3. Grants (if grant funded)
4. Budget
5. Payroll
EPA Document Routing

Each created EPA document follows a routing path:

**Biweekly**

1. Department/College
2. Payroll
3. FYI copies go to HR, Financial Aid, and Budget for review

EPA must be complete and HR Packet entered by HR in order for a time sheet to be created.
Roles For Monthly Payroll

Department Administrator

- Reviews BVD for accuracy
- Updates as necessary
- Notifies Department Approver
Monthly Payroll Processing

*BVD* – *Budget Verification Document*

EPA documents must be in the “Complete” status to appear on the monthly *BVD* by the day before “BVD Distributed to Departments” date.

Schedule is on our website
Monthly Payroll Processing

Verify all employee information on the BVD

September BVD will have the new year positions with updated:

- Salaries
- Funding Source
- New Employees
- Titles
Department Administrator Role

Refreshing a PIN

View PIN on BVD Screen
Click the ‘Refresh’ Button

(all iterations will then be updated)
Department Roles

Department Approvers

- Verify Accuracy of BVD
- Submit to Payroll
Biweekly Payrolls

Biweekly payroll schedule is on Payroll Website

Follow New Employee TimeTraq Checklist

When creating EPA, be sure to use accurate dates, if you realize that one of your students was gone a month ago, use the last day worked by looking at their TimeTraq timesheets
REMEMBER

Biweekly TimeTraq contact is:
Payroll Employee
Maria Alaffa

Monthly TimeTraq contacts are:
Human Resources Employees
Maria Pedigo  Cindy Hanson
New Employee TimeTraq Checklist

1. Complete & Submit New Employee Packet

*Note: Employment Packets are available online on the HR website

http://hr.tamucc.edu/assets/Employee%20Packet2.pdf
New Employee TimeTraq Checklist

2. Create EPA

(Only after EPA’s have been through the approval process & item 1 has been completed can you move on to item 3)
New Employee TimeTraq Checklist

3. Activate Employee PIN in TimeTraq
   (This can only be done by someone with a Dept Admin role).

   A. Log on to TimeTraq as a Dept. Admin
   B. Click on the Activation Tab at the top of the screen.
   C. Enter the employee's UIN and PIN to create a TimeTraq job for the new position.
New Employee TimeTraq Checklist

4. Create Timesheet

A. Click on “RP Review” tab

B. Change Match from “All Timesheets” to “All Jobs”.

Your new employee should now appear on your employee list.

C. Click on the “Create” button.
New Employee TimeTraq Checklist

5. Assign a Manager to New Biweekly Employee

*Note: You must assign a manager otherwise your new employee will not be able to submit his/her timesheet.

*TimeTraq Tip “Setting up Managers in TimeTraq” provides step by step instructions to set up Managers.*
Biweekly

Be sure TimeTraq Authorization forms are kept up to date when the Dept Admin or Dept Approver changes.

Inform all employees that we are a Direct Deposit organization.
Supplemental Payments

There are two forms that authorize supplemental payments:

1. Academic Supplemental Pay form

2. Staff Supplemental Pay form
Academic Supplemental Pay

This form is used to pay a supplemental payment for faculty for any reason

This form is used to pay a staff member for teaching an academic class

Provide Course Name/Number and number of SCH’s if payment is for teaching an academic class
Academic Supplemental Pay

If payment is for an activity other than teaching an academic class, provide estimated number of hours worked to complete the task.

Upon receipt of all authorizations – the payment will be made on the next available biweekly payroll.

(TimeTraq due dates are used for supplemental payment requests)
Certifications and Approvals

**Employee signature**

**Person Responsible for funding this payment**

**Employee’s (Payee’s) Dean/Department Head**

These certifications MUST be completed prior to work beginning

**Dean Responsible for Supplemental Payment**

**Provost & VP for Academic Affairs**

**Assoc. VP-Research & Scholarly Activities**

(if external funding)

**Budget**
Staff Supplemental Pay form

*Supplemental* payments are for non-academic work performed outside the scope of the primary appointment.

If work performed is within the scope of the primary duties, an *Overtime Payment Form* must be completed and sent to HR.

Payments cannot be made until AFTER the work is completed.
Staff Supplemental Pay form

Complete every section on the form

Date Work **Began:**

Date Work **Completed:**

And especially –

**Amount of Hours** worked:
Certifications and Approvals

Employee signature

Employee’s (Payee’s) Department Head

Person Responsible for funding this payment

Human Resources

VP Approval for payments more than $2,000

VP Research & Scholarly Activities If external funding

Budget/Grants
Supplemental Pay

All supplemental pay requests are paper documents that must route around campus for necessary approvals.

*Timing of payment can be easily delayed when routed through campus mail*

*Monitor the progress of the approvals*
Corrections

New **EPA** must be completed to indicate a new **account number and effective date**

Corrections will be processed on **biweekly** payrolls

Approved **EPA** documents must be received by the due dates used for **TimeTraq** to be processed on the next **biweekly payroll**

There are no **retroactive** salary/wage increases allowed
Time & Effort

• OSRA Office has implemented the Time & Effort module on Single Sign On

Certification Periods are:
January 1 - June 30
July 1 - December 31

Each certification period will have 45 days to process corrections needed. Completed EPA document required to make corrections.
Time & Effort

If the period was already approved and an EPA document is processed to correct funding sources, the certification will be reset in Time & Effort and will need to be re-certified.

FMI – Contact Maggie Juarez – ext. 3885
Questions/Comments
Thank you!