Welcome to Payroll Processing 101
Payroll Personnel

Rachel Flores
P/R Manager

EPA Trainer and Guru
Correction payrolls
EPA Creator Tips
Cell Phone Allowances
Court Orders
Payroll Personnel

Monthly and Supplemental Payroll “Go-To” Person

Monthly EPA Documents

Monthly BVD’s

Supplemental Pay Forms

Maria Alaffa
P/R Spec. II
Payroll Personnel

Anna delaGarza
P/R Spec. I

Bi-Weekly Payroll Expert

Bi-Weekly EPA Documents

TimeTraq Contact

Replaces lost and stale dated checks
EPA’s Drive the Payroll

Create an EPA every time you:

Hire a new employee

Terminate an employee

Change account number, title, etc.
Monthly EPA’s

Ensure position has been approved through Budget and Human Resources when 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 a 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 a 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.

If there is a position that is budgeted and vacant, you are taking an action on an existing position. Find the PIN using the search feature.
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.

Any term is valid in the system, provided the term is specified in ½ month increments.
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 match appointment.*
Glossary

Iteration

The BPP system is organized by positions. However, positions and people in positions change over the course of the year.
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.

Each CHANGE to the position is called an ITERATION.
Funding Source Lines

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.
Teaching Assistants (GTA)

Annual Term dates can be 4 1/2 months to avoid overpayment.

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
Teaching Assistants (GTA)

Problems in the past –

There have been TA’s overpaid due to appointing a TA for 9 months when the TA graduates in the Fall semester. It is easy to forget to terminate the TA in the spring semester after the TA is gone.

Complete your EPA based on the information the TA provides.
Graduate Assistants-Research

**GRA’s** are also 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 qualify for retirement benefits due to the student status)*

Check with HR on the new Affordable Care Act rules.
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 as an overload.
January Semester
Considered part of the Spring semester.

Maymester
Considered part of the Summer sessions.

August Semester
Considered part of the Fall semester and is to be paid with the next fiscal year’s funds.

All to be paid on an Academic Supplemental Pay Form
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
EPA Searches

Name (Last, First)
ADLOC
PIN
UIN/ SSN
Document #
Searching My Documents

Click on the **MY DOCUMENTS** button
To further refine your search

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

<table>
<thead>
<tr>
<th>Search for:</th>
<th>15120012</th>
</tr>
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<tbody>
<tr>
<td>Fiscal Year:</td>
<td>2009</td>
</tr>
<tr>
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<td>False</td>
</tr>
<tr>
<td>Position Type:</td>
<td>All</td>
</tr>
<tr>
<td>Status:</td>
<td>Active Only</td>
</tr>
</tbody>
</table>

**Position Type:**
- All
- Budget Only
- Wage Only

**Status:**
- All
- Active Only
- Not Active
Keep track of your Documents

Every time you create an **EPA** document:

The document is filed in “**My Documents**” on canopy

Check it frequently to follow the status of your document
**Tracking Documents**

*Rejected* – click on *Route Doc* number to review rejection comments
Cancelled – Click on Route Doc number to see comments on why the document was cancelled.
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 submitted 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 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

Anna delaGarza

Monthly TimeTraq contact is:

Human Resources’ Employee

Christine Montez
New Employee TimeTraq Checklist

1. Complete & Submit New Employee Packet

*Note*: Regular, benefit eligible staff and faculty will be provided a packet by HR and the Electronic I9 will be created by the HR department. For all others follow the process described at the HR link below.

https://hr.tamucc.edu/Employment/employmentforms.html
New Employee TimeTraq Checklist

2. Create **EPA**

(Only after **EPA**’s have finished going through the approval process & **item 1** has been completed can you move on to **item 3**)

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.
5. Assign a Manager to New Employee

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

**TimeTraq Tip of the Month for July 2009 provides step by step instructions on how 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. We need to track hours worked for audit purposes.

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, Commercialization & Outreach - if external (grant) funding

Budget
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
(These are very important now for the Affordable Care Act (ACA) rules)
Certifications and Approvals

Employee’s signature

Employee’s (Payee’s) Department Head

Person Responsible for funding this payment

Human Resources

VP Approval for payments more than $2,000

Assoc. VP Research, Commercialization & Outreach - if external (grant) funding

Budget
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. You can check your account for the encumbrance.
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

- R.C.O. Office administers 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 Salinas – ext. 3885
Questions/Comments
Thank you!