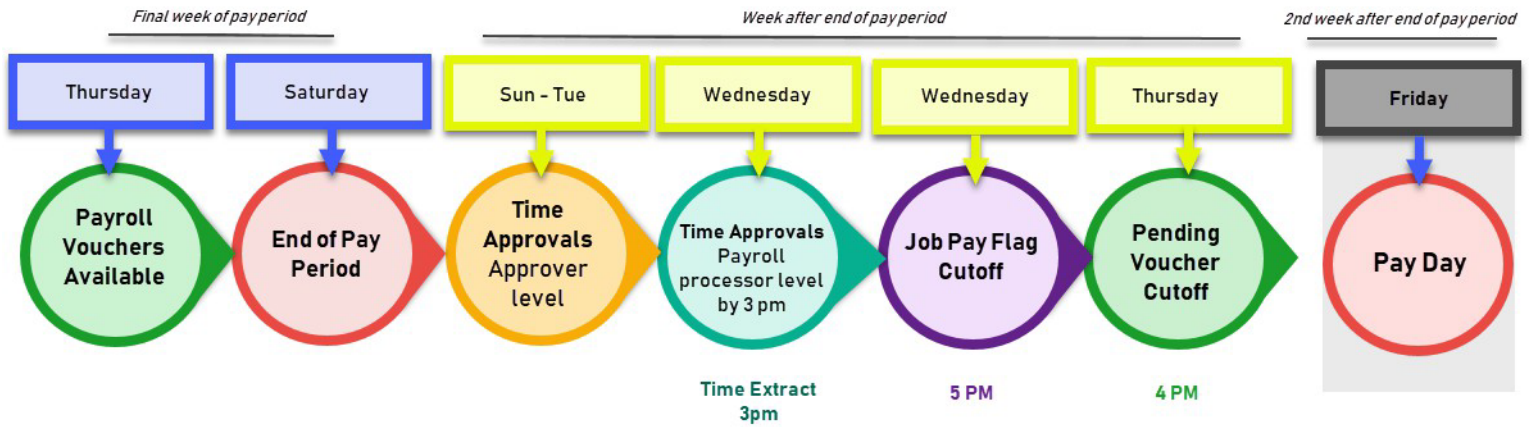


# Biweekly Pay Life Cycle



| Sunday | Monday                          | Tuesday                         | Wednesday  | Thursday                                 | Friday                                 | Saturday              |
|--------|---------------------------------|---------------------------------|--|--|--|-----------------------|
| 7      | 8                               | 9                               | 10   | 11<br>BW Vouchers Available              | 12<br>Next period Timesheets Available | 13<br>End of Pay Per. |
| 14     | 15<br>TIME approvals (approver) | 16<br>TIME approvals (approver) | 17<br>BW Job Pay Flag off @ 5pm<br>TIME EXTRACT - 3pm<br>Time - Proc. Final Approvals by 3pm | 18<br>BW/HR Pending Voucher Cutoff @ 4pm | 19                                     | 20                    |
| 21     | 22                              | 23                              | 24   | 25                                       | 26<br>BW Pay Day                       | 27                    |

- **The biweekly Pay Period is 14 days (2 weeks, Sunday- Saturday)**
  - Timesheets are created and available Friday prior to pay period begin date (Sun)
    - If a new hire eDoc is routed after pay period begins, the timesheet will be created the night of the eDoc save or can be created on the same day if employee goes into Time and clicks on clock or timedetail.
  - Pay Period begins on Sunday 12:00am
    - If employee was clocked in when the new the pay period begins, the system will clock him/her out on the prior timesheet and clock them back in on the new timesheet.
  - Errors, Warnings and Notes
    - Approvers and Payroll Processors should review the Approval tab for warning and note icons to look for issues. These corrections should be made throughout the payperiod.
    - Missed Punch documents will add a note to the timesheet.
    - Notes should be added to document and validate changes.
    - This is monitored centrally by UCO and emails are sent to the approvers to correct invalid assignments and overlapping timeblocks.
  - Time Audits
    - Approvers and Payroll Processors should run the following IUIE reports to identify issues during the pay period.
      - Clock Log Automatic: Look for employees where the system clocked them out after a 24hr long run on clock.
      - Timeblock Exceeds Hours: Look for employees who have timeblocks over a specific number of hrs to look for run on clocks.
      - Time Hours Audit: Monitor overtime and ACA limits.
      - Clock Log Warning-Unapproved Location: Identifies employees who took clock

- action from unapproved IPs per dept Clock Location rules.
- Vouchers are created the second week of the pay period.
  - All activity will be recorded in Time including approvals, etc. and Time data will be loaded to the voucher. Vouchers should not be modified until the day after the Time extract (Thursday). Exception: if your department is authorized to enter flat rate type of payments and the employee doesn't have a timesheet, you can update the vouchers.
  - You can search eDocs or run the following IUIE reports to find any job actions effective during the period that you need to be aware of.
    - Use 'All HRMS eDocs' search using the following criteria
      - Created To, From Dates (go back at least a month from pay period)
      - Dept ID
      - Optional: Salary Plan
    - IUIE Reports
      - Employee List of Positions will produce a spreadsheet of all active employees, positions, funding, salaries, etc. for your dept.
      - Job Action Activity – Departmental will provide all eDoc activity for your department based on specific dates and position types.
      - Voucher Details – Departmental will produce a spreadsheet of voucher details for review if needed.
  - Review the vouchers for new additional pays.
    - Any additional pay effective during the pay period will be on the voucher (even if only effective for one day of the pay period). The additional pay will be split between week 1/week 2.
    - Reminder: all additional pay records for biweekly/hourly employees should be effective in the first week of the pay period to avoid funding errors.
    - Use 'Additional Pay' eDoc search to find any new payments.
      - Created To, From Dates (go back at least a month from pay period)
      - Dept ID
      - Optional: Salary Plan
    - You can run IUIE Report Additional Pay Detail - Dept to create a spreadsheet of all active additional pays for yourdept.
  - The vouchers rebuild each night and pick up any new job changes or additional pays until the Job Pay Flag goes off (usually the day before Pending Voucher Cutoff)
    - Note: Funding change eDocs saved after the vouchers are created will not update the voucher. The payclerk can manually change the funding on the current voucher.
- Pay Period ends on Sunday 12:00am (Saturday midnight)
  - The Time system will clock out anyone currently clocked in and then clock them back in on new timesheet.
- Process any terminations for the pay period
  - [Termination Processing PSOP 12.0](#)
- Timesheet Approval Period (Sunday-Wednesday)
- Timesheets are routed for approval
  - Timesheets are routed for approval at 1:00am on the Sunday following the end of the pay period.

- Action list notices will be issued based on the approver's preferences.
  - The employee can modify their timesheet up until the first supervisor approval is made.
- Supervisor level approval (Sunday-Tuesday)
  - The first level of timesheet approval is to be performed by the individual supervising the employee's daily work.
  - Closely review all timesheets, especially those with note or warning icons on the approver tab.
    - Warnings: The timesheet can still be approved with a warning, but could require action. Warnings include:
      - Leave accrual balance exceeded
      - ACA 22 and 29 hr warning
      - Earn code specific warning (ex: FMLA, Funeral)
      - NEP/NEC warning
      - Clock location warning
    - Errors: The timesheet is not able to be approved until these are corrected. Errors include:
      - Invalid time assignment
      - Overlapping timeblocks
      - Standard hours not met
      - 40 regular hours exceeded
  - Approvers have access to earn codes the employee does not. Look for notes or known instances where these codes need to be added. Ex: Funeral time
  - Approvers are attached to work areas. There can be multiple approvers per work area. Only one supervisor must approve per work area.
  - All jobs/hours are visible on the timesheet for employees with multiple jobs. Supervisors only approve for the work area they are associated with.
  - The route log displays who the timesheet routed to, and for which dept/work areas.
  - Zero hour timesheets that do not contain any notes will not route for approval.
  - All supervisor level approvals must be complete for all jobs before the timesheet moves to the next level.
  - When all supervisor level approvals are complete, the timesheet routes to the payroll processor level for final approval.
- Payroll Processor level approval (Sunday-Wednesday)
  - Timesheets route to payroll processor when all supervisor level approvals are complete OR on Wednesday morning (when auto approval runs).
  - Payroll processors verify timesheets from a payroll and policy compliance perspective, which is a higher level of approval.
  - Review all timesheets with notes and warnings to verify they are correct.
    - Warnings: The timesheet can still be approved with a warning, but could require action. Warnings include:
      - Leave accrual balance exceeded
      - ACA 22 and 29 hr warning
      - Earn code specific warning (ex: FMLA, Funeral)
      - NEP/NEC warning
      - Clock location warning

- Errors: The timesheet is not able to be approved until these are corrected. Errors include:
  - Invalid time assignment
  - Overlapping timeblocks
  - Standard hours not met
  - 40 regular hours exceeded
- Review any employees with special circumstances, such as FMLA or a job change.
- Payroll Processors have access to earn codes the employee does not. Look for notes or known instances where these codes need to be added. Ex: Injury, funeral
- When all payroll processor level approvals are complete the timesheet routes to Final.
- All timesheets are finalized at 3pm on Time extract day (usually day prior to Pending Voucher Cutoff) by the auto approval process.
  - If a timesheet is not “Ready to Approve” it will be disapproved.
    - Not ready to approve
      - Overlapping Time Blocks were found
      - Timesheet contains invalid assignments
      - Overtime has been charged to an HRW job
      - Expected hours are not met
      - Absent hours exceed standard hours
    - An FYI is sent to payroll processors for review. Any appropriate hours will need to be added to the voucher after Time is loaded (usually Thursday).
- Extract run by central payroll office the day before Pending Voucher Cutoff (usually Wed 3pm)
  - All Final timesheets are extracted to the payroll vouchers.
    - Process runs overnight to display the data on the vouchers.
    - All hours come to the voucher as approved.
  - Any hours that are unable to be extracted to the voucher fall out as extract errors.
    - Payroll processors are notified on Pending Voucher Cutoff morning (usually Thursday) of any extract errors. These hours will need to be added to the voucher or paid later on an adjustment voucher. If there is any job/time data cleanup needed to prevent future extract errors, it will be detailed in the email.
      - Examples: Hire eDoc still enroute, Position reclassification between paygroups
  - There are some situations where we always kick the hours out of the extract and the hours do NOT come to the voucher.
    - Staff Terminations (BW1,BWP)
      - There is an independent process for staff terms which we do not want to overwrite with the Time extract.
    - Employee on leave (full or partial)
      - In order to avoid overwriting the LVE hours on the voucher these timesheets are not extracted.
- **Pending Voucher Cutoff Day (usually Thursday 4pm)**
  - UCO sends email reminder to all campuses and departments indicating the deadline for vouchers and adjustments vouchers.
  - The Payroll processor should review the “Non-Hourly Pending Vouchers” page to see if anything after the Time load has unbalanced the voucher.
    - The Biweekly run id should be displayed in the Pay Run ID box

- Enter the Business Unit (BL = IUBLA, IN = IUINA, etc)
- Tab to the Department box and enter your department code
- Click the Fetch button
- If no vouchers are displayed for your department code, everything came in from Time approved and doesn't require any action.
- If your department code is displayed, there is an entry on the voucher which is not marked as approved.
  - Click on the Count Vouchers button which will display a Voucher link.
  - Click on the Voucher link to open.
  - Use the Find section in voucher header and select "Unapproved" from the drop down.
  - Review, correct entry, and mark as approved.
- Repeat the process reviewing the "Hourly Pending Vouchers".
  - If no vouchers are displayed for your department code, everything came in from Time approved and doesn't require any action.
  - Please DO NOT open each voucher and click the Approve All button. We do not want zero hour records to go thru the payroll process if possible.
  - If your department code is displayed, there is an entry on the voucher which is not marked as approved.
    - Click on the Count Vouchers button which will display a Voucher link.
    - Click on the Voucher link to open.
    - Use the Find section in voucher header and select "Unapproved" from the drop down.
    - Review, correct entry, and mark as approved.
- If you have any of the following situations for biweekly or hourly employees, open the voucher and enter/correct the entries.
  - Extract errors – you will receive an email
  - Disapproved timesheets – you will receive an email
  - Central Office Audit Notices
    - Workstudy Limit Exceeded: Payroll will contact department if an employee has exceeded the workstudy limit. These hours must be moved to another job.
    - Over 40 hours: If an employee has over 40 regular hours the department(s) will be contacted to correct to the OVT/NEP/CPE/NEC codes.
    - HOL on a non holiday week: If HOL is entered during a non-holiday week the department will be contacted to correct the earn code.
  - Corrections received after timesheet is final and loaded to the voucher.
    - BW1/BWP vouchers: you can change/update the earn codes and hours.
    - HR\* vouchers: Temporary hours are extracted as read only. A negative entry must be added to reduce hours. A positive entry to add hours.
  - Be sure to add a note to timesheets where there will be a discrepancy between the timesheet and the voucher.
  - Make any one time funding changes directly on the voucher.
    - Click "Show Details" on the voucher header to expose the full accounting key, including the additional pay sequence number.
    - Funding by Amount must include an account checked as residual. This account will

fund any remaining balances after the amounts are exhausted.

- Note: Any funding change eDocs saved after the vouchers were initially created will NOT update and must be manually adjusted.
  - Update the funding on the voucher by modifying the account number in the funding section for regular pay.
- Verify Totals on each voucher
  - Faculty/Staff and Temporary Vouchers
    - Enter Dept ID and search
  - Click on the “Payroll Voucher Balance” tab
  - Verify Earn codes and totals are as expected.
    - Calculate the expected hours based on employees on the voucher.
      - For BW1 and BWP vouchers total all regular and “Counts as Regular” codes (ex: VAC). Do not include additional pay codes like Overtime and Shift.
      - This total should match FTE (40hrs) \* number of employees if all full-time. Prorate for part-time.
    - Keep in mind eDocs for this pay period, ex: ALW, INP, Temp Pays
  - Any adjustments from a prior pay period must be entered via electronic adjustment voucher. Those transactions must be entered by the 4pm cutoff also.
- **Day after Central Office Payroll close day (usually Tuesday)**
  - Fiscal Approver Report is emailed to FA assigned at the Org level in KFS.
    - Review payroll labor reports for reasonableness (ie: review large term pays or one-time additional pays).
  - If an overpayment is discovered:
    - If discovered prior to the check date, the department should submit the [Stop Pending Direct Deposit](#) form on the UCO website or Other Payroll Links in HRMS. Must have sufficient time to stop payment.
    - If unable to stop the payment prior to deposit date, there are 2 methods to recoup the payments.
      - Option 1: Employee will write a check back to the university for NET amount. Refer to [Overpayment Processing](#) for instructions. Contact your UCO Payroll processor for assistance.
      - Option 2: Payroll processor enter an on-cycle adjustment voucher to subtract the Gross pay (hours) from subsequent pay period if payment will be made in the same tax year.
      - If overpayment is near year end, rules are different. Please discuss with your UCO processor.
  - Run IUIE Audit Reports
    - [Auto Approved Timesheet Detail](#): Report returns list of timesheets which were auto approved by the system. It includes the names of the approvers/payroll processors for whom the auto approval occurred.
      - It is important to follow up with these approvers/payroll processors to ensure approvals are being done in a timely fashion every pay period. Timesheets auto approved at both levels are especially problematic because they are being paid with no review.
    - [Missed Punch Detail](#): Report displays missed punch document information including

workflow data. This allows you to identify overuse of the document.

- Workstudy Limit of Earnings: Report of workstudy student's earnings balances versus their workstudy limit. Monitor those approaching the limit.
- Payroll Hours Balance BW1/BWP Summary: Employee's leave balances to monitor usage, prior year holidays, etc.

- **Quarterly Audits**

- Employee List of Positions: This report allows you to view active employees in your departments. Look for employees who are no longer working and be sure they are terminated in a timely fashion.
- Time Roles: This query finds members of a Time Role by role name or by employee. Allows you to audit for roles associated with employees (especially terminated employees) and verify roles for your department/work area.
- Timesheet Correction Report: Report displays timesheet data for a date range where the Employee ID is NOT the same as the Employee ID of the user who modified the timesheet.

\*All days of the week referenced in this document are the standard dates. Please consult the [Payroll Monthly Work Schedules](#) for the specific dates per payroll.