Monthly Pay Life Cycle

Start of pay period - 1st of the month	During the pay period		End of pay period - last day of month

11th of the Month

Usually 3 days prior to Pending Voucher Cutoff

Approximately one week prior to end of pay period

Last business day of the month

Payroll Vouchers Available
Verify that the employees that you expected to pay are on the voucher and at the right amount and funding

Job Pay Flag Cutoff
Edocs that affect the pay of monthly employees for the month being approved **must be final by 5 pm on this day**

Pending Voucher Cutoff
Go to the HRMS task tile in One.IU. Click "Pending Faculty/Staff Voucher" link – even if you have already approved your vouchers

Pay Day

5 PM   **4 PM**

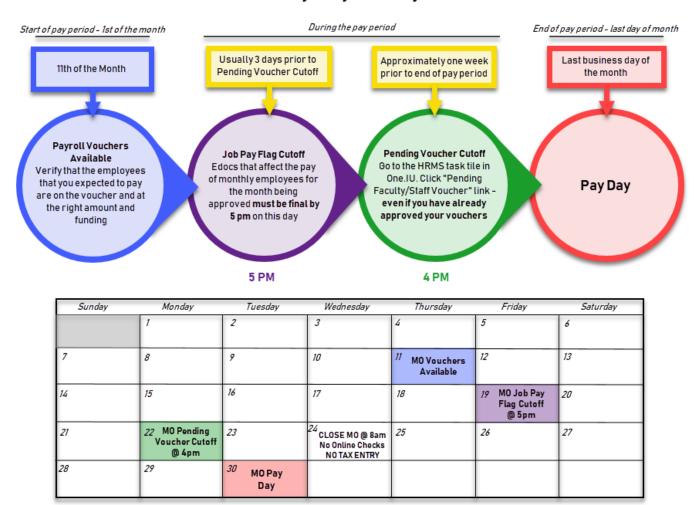| Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11 **MO Vouchers Available**	12	13
14	15	16	17	18	19 **MO Job Pay Flag Cutoff @ 5pm**	20
21	22 **MO Pending Voucher Cutoff @ 4pm**	23	24 **CLOSE MO @ 8am No Online Checks NO TAX ENTRY**	25	26	27
28	29	30 **MO Pay Day**				

- **Beginning of Pay Period through Job Pay Flag Cutoff Day**
  - Pay Period Begins 12:00 AM on the first day of the month.

  - Vouchers are available approximately the 11th of the month thru Pending Voucher Cutoff date/time.
    - Review the vouchers for any job actions effective during the period. Vouchers rebuild each night to pick up any saved eDocs for job actions during the current month.
      - Use the "All HRMS eDocs" document search under HRMS Links with the following criteria:
        - Created To, From Dates (go back at least a month from pay period)
        - Department
        - Optional: Salary Plan
      - New hire/transfer/term partial month payment is calculated using the work day method (work day calculation example below).
      - IUIE Reports have been published in Master Catalog > Departmental Reporting > Payroll Reports – Departmental to help with balancing.
        - Voucher Details – Departmental will provide a quick spreadsheet of voucher details that you can sort, etc. for review.
        - Job Action Activity – Departmental will find all job eDocs that have been processed for your department for the current month.
        - Employee List of Positions creates a spreadsheet of all active employees,

salaries, positions, funding, etc. for your department.

- ▪ Review the vouchers for additional pays
  - Any additional pay effective during the pay period will be on the voucher for the full amount (even if only effective for one day of the pay period).
  - Adjustment voucher is required to prorate additional pay amount.

  - Use the "Additional Pay" eDoc search with the following criteria:
    - ○ Created To, From Dates (go back at least a month from pay period)
    - ○ Department
    - ○ Optional: Salary Plan
  - IUIE Report Additional Pay Detail - Dept creates a spreadsheet of all active additional pays for your department for the current month or fiscal year.

- ○ **June & July Reminder**: A10 & S10 Employees will show the **H2M** earn code on the voucher. This code subtracts their regular pay for these two **no pay** months.

- ○ Job Pay Flag goes off (Approximately 3 days prior to payroll close)
  - ▪ Any eDoc saves will update the voucher until the Job Pay Flag goes off
    - Note: Funding change eDocs saved to PeopleSoft after the vouchers are created (approx. 11th) will not update the voucher
      - ○ Update the funding on the voucher by modifying the account number in the funding section for regular pay using amount or percent.
  - ▪ Adjustment vouchers should be processed on Pending Voucher Cutoff day if an eDoc save does not update the voucher prior to job pay flag cutoff.
  - ▪ AS0/AS2 Graduate Students are evaluated for FICA exemption on this date. This will unbalance these vouchers as the employees' student enrollment is evaluated.

- ○ Process any terminations for the pay period
  - ▪ See Termination Processing for assistance.
  - ▪ Academic terms will calculate the final month regular pay based on the term date.
  - ▪ If the termination eDoc will not be approved and saved before the payroll cutoff, process an adjustment voucher to remove/reduce the regular pay for the individual to avoid an overpayment.

- **Pending Voucher Cutoff Day (Approximately two days prior to payroll close)**
  - ○ Payroll processor reviews vouchers for final approval.
    - ▪ Vouchers are built based on the job data. It defaults to full pay for the days the employee is active during the pay period.
    - ▪ Record any Staff UNPAID time: Hours absent without benefit time to cover.
      - Exempt professional staff record their attendance in ePTO.
      - If they have recorded hours w/o benefit time to cover, enter the following code on the voucher and the number of HOURS. The system will calculate the amount to subtract based on the job hourly rate.
        - ○ ABE: Absent. **Enter positive hours**.
        - ○ IJM: Injury (Only used if approved by Worker's Comp). Enter **negative gross amount.**

- - - o SNE: Suspension (Only used if approved by HR), **Enter positive hours**.
      - o Other earn codes are available in ePTO to classify earnings, but the above are the only codes entered on the monthly voucher.
    - This includes planned absences without pay through the end of the pay period (month).
    - The central office will audit for mismatches of the voucher and hours recorded in ePTO. Any unpaid time entered in ePTO MUST be entered on the voucher to reduce pay. Especially important at year end in Nov to avoid overpayments.
    - Any absent hours from a prior pay period must be entered with the correct earning dates on an adjustment voucher.

  - If regular pay reduction is needed, process an adjustment voucher. Be sure to include comments to support the transaction.
  - Make any one time funding changes directly on the voucher. Note: Any funding change eDocs saved after the vouchers were initially created will NOT update and must be manually adjusted for the current month.
    - 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.
    - Update the funding on the voucher by modifying the account number in the funding section for regular pay.

- o Select "Non-Hourly Pending Vouchers" page
  - Click the Monthly checkbox.
  - Enter Business Unit (IUBLA = BL, IUINA = IN, etc).
  - Tab to Department and enter your code (example: UA-FMOP).
  - Click Fetch. Any results indicate there is an entry on the voucher which is not marked as approved (if no results, your vouchers are all balanced).
  - Click Count Vouchers which will open a Voucher link
    - Click on the link to open the voucher. Use the Find section in voucher header and select "Unapproved" from the drop down
    - Make any necessary corrections and mark as approved
  - Always do this on the Pending Voucher cutoff day, EVEN if you have already approved your vouchers. Some payroll calculation processes can unbalance your vouchers.

- o Review and Verify Totals on each voucher
  - Select Faculty/Staff Voucher
    - Enter Department ID and search
    - All pay groups and voucher codes will display
    - Select a voucher code which will open the voucher
  - Click on the "Payroll Voucher Balance" tab
  - Verify Earn codes and totals are as expected
    - Recommend comparing to prior monthly payroll totals
      - o Absent hours are not calculated and are not subtracted from the total amount.
    - Each earn code will be listed with hours and/or amounts.

- o Enter adjustment vouchers prior to cutoff at 4:00 PM
  - Any prior pay period transactions must be on an adjustment voucher
  - Any reduction of regular pay should be done on an adjustment voucher
  - Most eDoc activity saved after the **job pay flag** cutoff will require an adjustment voucher

- **Day after Central Office Payroll close day**
  - o Fiscal Approver Report is emailed based on user designated as the FA on the Org
    - Verify payroll reports for reasonableness

  - o If an overpayment is discovered:
    - Prior to the check date, contact your FMS Payroll processor and submit the [Request to Stop a Pending Direct Deposit](#) transaction. Must have sufficient time to stop payment prior to check date.
    - If unable to stop the payment:
      - Contact FMS Payroll processor to calculate an OVP payback. Employee will write a check back to the university for NET amount.
      - Subtract Gross pay (hours) from subsequent pay period through an adjustment voucher if payment will be made in the same tax year
      - If overpayment is near year end, rules are different. Please discuss with your FMS processor.

- **Quarterly Audits**
  - o <u>Employee List of Positions</u>: 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.
  - o <u>ePTO Balances</u>: Report of employee's leave balances. Monitor those approaching zero, service date changes, etc. in ePTO system.

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

Work Day Calculation:
For REG pay: Monthly rate / number of work hours in the month = hourly rate for month Example:
$4335 / 160 (Jun 2019) = $27.09 hourly rate
Hourly rate X work hours = prorated monthly amount