Departmental Payroll Processing Guide

The Departmental Payroll Processing Guide provides a clear, step-by-step framework for managing the biweekly payroll process with accuracy and efficiency. It defines key tasks, deadlines, and verification steps to ensure all employee time, pay, and personnel actions are submitted, reviewed, approved, and paid on schedule.

Roles & Responsibilities

Payroll Coordinators: Payroll Coordinators are responsible for ensuring departmental payroll is accurate, complete, properly funded, and processed on time. This includes monitoring time entry and approvals, overseeing ePAF processing, verifying funding for positions and payments, and reviewing biweekly payroll data to resolve discrepancies prior to final confirmation.

Employees: Employees are responsible for accurately recording all hours worked and applicable leave in the university's timekeeping system, and for submitting time by Payroll Services deadlines to avoid delayed or inaccurate pay.

> **Norman Campus Employees:** Employee Timekeeping Guidelines (Workforce Manual)
> **Health Campus Employees:** Employee Timekeeping Guidelines (TAL Manual)
> Note: Tulsa Campus employees (and supervisors) will use the timekeeping system for the campus where their HR appointment is located.

Supervisors: Supervisors (or their designated delegates) are responsible for reviewing and approving employee leave requests and timesheets for accuracy and compliance prior to payroll processing, ensuring approvals meet Payroll Services deadlines and correcting missed clock-in or clock-out entries for hourly (non-exempt) employees and other timesheet errors for all employees.

> **Norman Campus Supervisors:** Supervisor Approval Guidelines (Workforce Manual)
> **Health Campus Supervisors:** Supervisor Approval Guidelines (TAL Manual)

Payroll Services: Payroll Services ensures accurate and timely compensation for university employees, working closely with campus partners to administer payroll processes in accordance with university policies, state and federal regulations.

Shared Business Services Center (SBSC): For departments supported by SBSC, SBSC will submit ePAFs, maintain department level documentation for payroll actions, and support the department in the biweekly review of department payroll reporting prior to payroll confirmation for every pay period. Please note that not all departments are supported by SBSC; If your department is not supported by SBSC then the Payroll Coordinator for the department will assume this responsibility.

Payroll Coordinator Duties & Responsibilities

System Access

Payroll Coordinators use HR PeopleSoft to review employee information and to process/approve electronic personnel action forms (ePAFs).

Security forms and training resources for HR PeopleSoft can be found on Human Resources' website: https://www.ou.edu/hr/managers/hr-systems

Payroll Coordinators access university timekeeping systems to support payroll processing and review for the department.

Security forms and training resources for university time keeping systems can be found on Payroll Services websites:
Workforce Time System Training
Workforce System Access Form

TAL Time System Training
TAL Time System Access Form

Review Payroll Deadlines

Payroll Coordinators should review Payroll Services website and email communication to be aware of all processing deadlines. Most biweekly payroll cycles have consistent deadlines, but in the event of holidays or campus closures, these schedules may be adjusted.

Norman Payroll Services Calendar & Deadlines
Norman Campus pay periods begin on Saturdays and end on Fridays.

Health Campus Payroll Services Calendar & Deadlines
Health Campus pay periods begin on Sundays and end on Saturdays.

ePAF Entry & Approvals

Payroll Coordinators are responsible for ensuring that all ePAFs (or other Payroll forms) are submitted and routing for approval by the system-wide ePAF entry deadline, the second Monday of the pay period. Payroll Coordinators are responsible for understanding all Payroll related deadlines and updates to deadlines that are announced due to holidays or other campus closures.

To monitor ePAFs pending approval:

- Navigate to the ePAF Homepage in PeopleSoft.
- Select "View an ePAF" from the menu on the left side of the screen.
- Use the search parameters to view individual ePAFs or a list of ePAFs matching the criteria entered in the available fields.
- Review the ePAFs and follow up with approvers as appropriate.
- Approval deadlines are standardized to occur on the same schedule system-wide:
    - Departments/Colleges: 5 p.m. the second Tuesday of the pay period.

    - Provost's Office (if applicable): 5 p.m. the second Wednesday of the pay period.
    - Ensure that the above deadlines are followed so that Payroll Services/Human Resources have adequate time to review and approve ePAFs for inclusion in payroll processing.
- ePAFs that are recycled and resubmitted after the ePAF deadline may not be approved and executed until the following pay period.

Departments supported by SBSC receive full-service support for ePAF monitoring and follow-up, with all communications to include the Payroll Coordinator in the department.

Department Payroll Worksheets

Payroll Coordinators should maintain a departmental Payroll Worksheet, which serves as the working record for all payroll-related actions. Payroll worksheets are living documents and must be regularly reviewed and updated to ensure accuracy. During payroll review, department payroll worksheets are compared to the Payroll Variance Report to ensure accuracy and identify/verify discrepancies. SBSC will assume responsibility for maintaining the Payroll Worksheets for the departments they support, but the Payroll Coordinators in the departments are encouraged to review the worksheet on a regular basis to ensure that all updates are reflected correctly.

Detailed instructions for Building and Maintaining Payroll Worksheets can be found here: Payroll Worksheets Guide

Position & Add Pay Funding

The Payroll Coordinator is responsible for ensuring all positions and payments have valid budget and funding. Funding should be reviewed at the beginning of the fiscal year and throughout the fiscal year as changes occur. Bi-weekly review is recommended for departments with frequent changes to employees' positions and funding.

Detailed instructions for running the Funding Errors Query can be found here: Funding Errors Query Job Aid

Time Entry & Approvals

Payroll Coordinators may monitor incomplete, errored and unsubmitted timesheets, as well as pending leave requests within the time-keeping systems. Please refer to the deadlines as indicated on the correlating campus Payroll Services Calendar for each period.

Norman Campus Payroll Coordinators may monitor employee time entry, errors, and approvals by viewing the screen for their department's current timesheets for the pay period or by running the Unapproved Timesheets Report in Workforce.

To view time entry and approval details:

- Log in to Workforce.
- Find and select "Approve Timesheets".
- A list of departments and/or employee groups will appear on the left side of the screen.

- Find and select the department or employee group you wish to view.
- Details for the current pay period will appear in the center of the screen.
- Double-click any employee to open a timesheet.
- To view approval history, find and select the document icon to the right of the Approve button for the row.

This data can also be viewed in the Unapproved Timesheet Report:
Unapproved Timesheets Report

Health Campus Payroll Coordinators may monitor employee time entry, errors, and approval by viewing the screen for their department's dashboard for the pay period, and trouble shoot errors by following the link to the report available within the dashboard.

To view time entry and approval details:

- Log in to TAL.
- Select "Manager Tasks", from the menu in the top center of the page.
- Select "Employee Timesheets".
- Select the Timesheet Group from the Search Bar as well as the correct Period for review.
- Select "GO", and as dashboard with errors and warnings will appear.
- Select the links within the dashboard to review errors and warnings.

Detailed instructions can be found in the TAL Timesheet Management Guide:
TAL Timesheet Management Guide for Payroll Coordinators

Leave Adjustments

Health Campus Payroll Coordinators should also send Leave Adjustment forms as early as possible to Payroll Services, if necessary, for the following situations:

- To remove holidays that should not have been accrued due to an employee having a full day LWOP the day before AND after the holiday. Just removing holidays from the timesheet will not remove the holiday accrual, causing the holiday to be banked and used on another day.
- To add holiday if an employee should have earned it, but it is not showing up in the holiday balance.

Norman Campus Payroll Coordinators monitor these leave adjustments via the Approve Timesheets screen in Workforce, ensuring that supervisors adjust appropriately. Norman Campus Payroll Coordinators may also notify Payroll Services by email if an adjustment cannot be made directly in Workforce.

Payroll Review and Reporting

Payroll Coordinators are responsible for reviewing payroll reports to confirm their department's payroll data is complete and accurate prior to Payroll Services confirmation of bi-weekly payroll each cycle.

Timesheets are generally locked at 5 p.m. on Monday following the timesheet approval deadline, at which point no further time entry changes can be made. On the following Tuesday morning, payroll data is loaded from Workforce and TAL into PeopleSoft. Please refer to the deadlines as indicated on the correlating campus Payroll Services Calendar for each period. The Payroll Coordinator Checklist should be followed each payroll processing period.

Payroll Coordinators run reports to review payroll data beginning Tuesday at 1 p.m. through Wednesday at 5 p.m. to identify and resolve any discrepancies. All discrepancies must be addressed, and any unresolved errors escalated to Payroll Services no later than 5 p.m. on Wednesday, allowing sufficient time before final payroll confirmation.

Required Report: PeopleSoft Payroll Variance Report

The Payroll Variance Report identifies differences greater than $1 in gross pay between the current and prior payroll. The Payroll Variance Report may be run to include ALL data, but departments are encouraged to only run to show variances.

Payroll Coordinators run the Payroll Variance Report and compare the data to the department's Payroll Worksheet. The Payroll Worksheet holds the record of all anticipated or updated payroll actions, and allows the Payroll Coordinator to confirm:

- Base pay is reflected correctly (i.e., no variance reflected from previous pay period)
- No work hours paid during leave without pay (LWOP)
- Terminated employees appear only for eligible paid leave payouts
- Prior period adjustments are loaded correctly
- Hourly pay is calculated and reflected correctly
- Additional pay is reflected correctly
- Ensure all variances are explainable (new hires, terminations, add pays, LWOP)
- Confirm no unexpected employees, duplicate earnings, or missing payments

Upon reviewing the Payroll Variance Report, Payroll Coordinators (or SBSC if applicable) are expected to research or troubleshoot any issues identified in the report. Below are additional reports and next steps to follow upon review of the Payroll Variance Report. If after researching the identified issues, the Payroll Coordinator/SBSC cannot solve, they should contact Payroll Services no later than Wednesday by 5 p.m. Payroll Services should respond to the department before final payroll confirmation (e.g. when Payroll Services must send their file to the state for processing).

Detailed instructions for running the Payroll Variance Report can be found here: Payroll Variance Report Job Aid

Supplemental Reports: Time System Reports

In addition to the Payroll Variance Report, it may be necessary to review data from the time systems to verify the data and calculations for the payroll. The recommended time system reports for reviewing this data are the Workforce Pay Calculation Report for Norman Campus and the TAL Calculated Timesheet Report for Health Campus.

Workforce Pay Calculation Report (Norman Campus)
This report displays hours by pay code and total gross pay per day for each employee. Please note that this report is only available for prior pay periods, upon payroll being locked on Monday.

Detailed instructions for running the pay calculation report can be found here:
Pay Calculation Report

TAL Calculated Timesheet Report (Health Campus)
This report displays the hours by Type of Pay. When run on the Tuesday following the locked pay period, this report reflects the TAL data that was loaded to PeopleSoft for payment calculation.

Detailed instructions for running The Calculated Timesheet Report in TAL:
Calculated Timesheet Report

Other TAL Reports: TAL Training Manual (reports found in section 9)

Supplemental Reports:

It may also be necessary to review additional reports to review Add Pays or other variance details to confirm the accuracy of the Payroll Variance report.

Detailed instructions for running and reviewing Add Pays:
Add Pay Review Guide

Detailed instructions for running and reviewing other supplemental reports:
Supplemental Payroll Reports

Payroll Confirmation & Final Review

Payroll Services confirms the payroll with the State of Oklahoma no later than Friday the week of payroll review and processing. Following payroll confirmation, Payroll Coordinators may conduct a final review of payments processed and accounting details.

Paycheck Payment Method Query
After payroll is confirmed, Payroll Coordinators may run a query to verify the payment method for employees. The Paycheck Payment Method query provides details of employees being issued a paper check. After reviewing, Payroll Coordinators may contact any employees scheduled to receive a paper check and remind them that direct deposit is strongly encouraged and provide information for check pickup locations.

Detailed instructions for running the Paycheck Payment Method Query:
Paper Check Handling Guide

Chartfield Register Report
Payroll Coordinators may run the Chartfield Register Report to confirm accounting details for the finalized payroll. This query provides the total gross pay per chartfield for all employees.

Detailed instructions for running the Department Chartfield Register Report:
Department Chartfield Register Report