PAYROLL SERVICES
The UNIVERSITY of OKLAHOMA

Payroll Worksheets Guide

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.

Department leadership and designated contacts may reference these worksheets, so it is essential that all information is complete, accurate, and current at all times.

The department Payroll Worksheet is built and maintained by the Shared Business Services Center (SBSC) in departments receiving SBSC support.

Guidelines for Working with Payroll Worksheets

- Before entering any payroll-related action, the departmental Payroll Worksheet should be updated first before the action is processed in the system. This ensures that all required information has been received, documented, and allows for effective payroll review.
- Payroll Worksheets typically contain three core tabs:
    - Current – Lists active employees and their current or upcoming payroll actions
    - Terminations – Lists inactive employees and serves as a historical record
    - Information (Info) – Contains the color-coding legend, procedural notes, and reminders
- All payroll actions should be included on this worksheet this includes updating the worksheet to reflect:
    - Hires
    - Terminations
    - Any changes or updates to existing appointments
    - Additional Pay
    - Funding Changes
    - Supervisor Updates
    - Terminal Paid Leave Payouts
    - Any action that is entered by ePAF or any other payroll form should be included for tracking on the departmental Payroll Worksheet.
- Some worksheets may include additional tabs used for department-specific tracking. Payroll coordinators should be familiar with all tabs in use and maintain them as required.
- Entries are never deleted from the worksheet. Once an action has been fully processed and resolved, it is moved to the Terminations (or equivalent) tab where it remains permanently.

Building Payroll Worksheets

To build and begin using a Payroll Worksheet, Payroll Coordinators run the following queries for all relevant Department IDs for the department, and review to capture all current employee appointment details.

- **OUDR_ACTIVE_EMPS_FUNDING** – Validate funding for active employees
- **OUDR_ACTIVE_EMPLOYEES** – Confirm active employee rosters
- **OUDR_EMPLOYEE_SUPERVISORS** – Verify supervisor assignments
- **OUDR_ACTIVE_ADDL_PAY** – Review active additional pay records

Compile the data from these queries into the Payroll Worksheet template. The Payroll Worksheet template has three tabs:

- Current: Record of all active employees and anticipated changes to payroll.
- Info: Descriptions of color-coded actions and other departmental information
- Terminations: Record of all terminated appointments

Payroll Worksheet Template

Color-Coded Information (Info) Tab:

Each Payroll Worksheet includes a color-coding legend on the Info tab. Column A (Employee Name) should always reflect the correct color for the action status. Update the color as the action progresses. When no color is applied, this indicates that the employee is expected to receive current active base pay only.

Color categories may include, but are not limited to:

- Needs ePAF
- ePAF Pending
- Interim Title
- FMLA
- LWOP
- Additional Pay to be Done
- Additional Pay Submitted
- Additional Pay Approved ✓
- Current Pay Period – Move After Payroll Review

Utilizing the Comments Column

While each row should be completed as fully as possible, some actions require specific additional detail in the Comments column:

- PA1/PA2 and ePAF numbers for applicable actions

- Requisition numbers for PageUp hires
- Any special notes, reminders, or details that are not captured in other columns
- Any action with a defined start or end date must have those dates recorded in Columns Q and R

How to Complete Each Column of the Worksheet

To produce the Payroll Worksheet, retrieve the required queries and compile the data into the following columns:

A: Employee Name

Must match exactly what appears in the PeopleSoft HR system. Preferred names may be added in parenthesis if applicable.

B: EMPL ID

Six digit employee identifier.

C: Pay Group

Identifies the pay structure. Common values include:

- HRY (Hourly)
- SAL (Salary)

D: Position Number / Earnings Code

Used to identify the position or, for additional pay, the earnings code (SUM, FSP, etc.). Pooled position rules and funding restrictions still apply.

E: Account Rate

Calculated field reflecting hourly or per-pay amounts. This should contain a formula, not a manually entered value. Leave blank or use "-" for unpaid appointments.

F: Department ID (DeptID)

Code that identifies the department.

G–N: Chart Field Values (ORG, FUND, FUNCTION, GL Account, Entity, Project, Source, Purpose)

Identify where and how payroll expenses are charged. Use departmental Job Aids and PeopleSoft Financial queries for validation.

O: Pay Distribution

Indicates pay distribution across funding sources (typically 100%).

Note: There should be a unique row for each split/percent to an employee's appointment.

P: Total FTE

Represents the employee's full-time equivalency.

Q: Appointment Start Date

Date payroll begins generating pay.

R: Appointment End Date

Date payroll stops generating pay (required for temporary appointments).

S: Annual Salary / Goal Amount

Annualized salary or total amount for additional pay actions.

T: Job Title

Must align with HR's Compensation and Classification listings.

U: Job Code

Must align with HR's Compensation and Classification listings.

V: Internal Title

Internal title if different from HR Job Title

W: Reports to Supervisor

Employee's direct report supervisor

X: Time Approver Supervisor

Individuals identified to approve time entry for the employee, and may be a different supervisor than the employee's reports to supervisor.

Y: Notes/Comments

Any additional context or reference information needed for future review.
