

Pay Processing and Troubleshooting

The Nuts and Bolts of Payroll



The Nuts and Bolts of Payroll

Susan Smith – Lead PIMS Analyst/Leave Accounting SME

- Intro
- Payroll Overview
- LAPP
- Making the Most of CMS
- Self Service

Karen Batten – Payroll Technical Supervisor/ Administer Workforce SME

- State Payroll System (PIMS)
- Payroll Processing
- Payroll's Website

Marilou Encina – Payroll Operations Supervisor/ Student Worker SME

- Delegation of Authority
- Student Attendance

Ruby Cook – Labor Cost Distribution SME

- Payroll's Role in LCD Processing
- Preventing Accounts Receivables

Gwen Hooks – Position Management SME

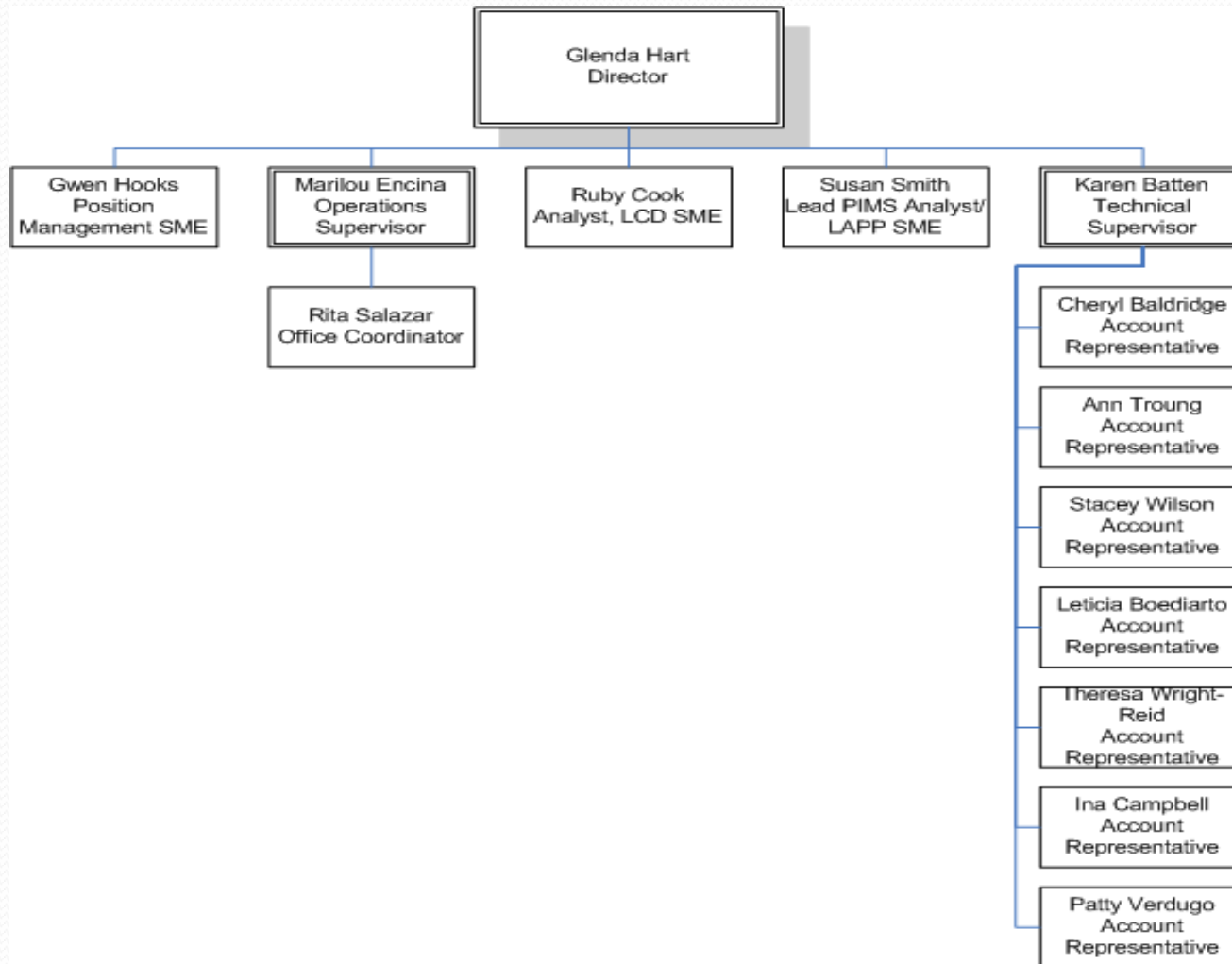
- Position Management



Payroll Overview

- What do we do?
 - We process payroll for all campus employees.
- How do we do it?
 - We use information from other campus departments and processing systems that are available for our use.
- What are those systems?
 - PIMS
 - CMS

Payroll Department Organizational Chart





CMS

- The modules within the CMS system?
 - Workforce Administration
 - Part Time Faculty
 - Student Worker
 - Time and Labor
 - Position Management
 - LCD
 - LAPP

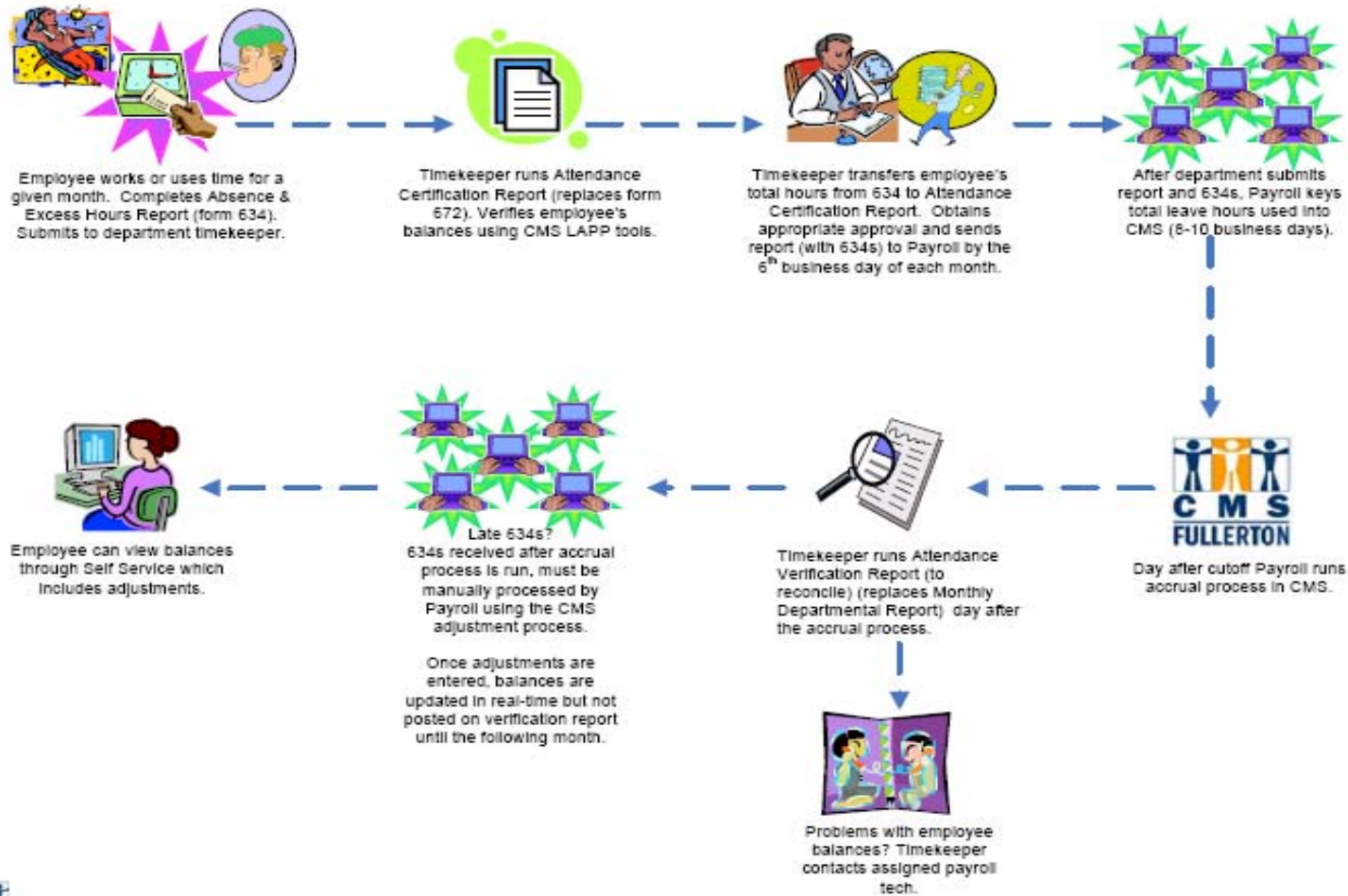


LAPP

(Leave Accounting and Positive Pay)

- What does it do?
 - Tracks the leave usage of those employees eligible to accrue leave credits

Leave Accounting and Positive Pay - Overview





Self Service

- What information can I find?
 - Personal Information
 - Name
 - Address
 - Telephone Numbers
 - Email Addresses
 - Emergency Contact
 - Leave balances
 - Compensation history
 - View paychecks

View Personal Profile

The screenshot shows the 'Employee Self Service' application window. The title bar reads 'Employee Self Service'. The main content area is divided into four columns, each with a folder icon and a title: 'My Personal Profile', 'My Benefits Information', 'My Payroll and Compensation', and 'My Leave Information'. The 'My Personal Profile' folder is circled in red. Below each folder title are several sub-items, each with a document icon and a link. The sub-items for 'My Personal Profile' are: Personal Information, Home Address, Phone Numbers, Email Addresses, and Emergency Contacts. The sub-items for 'My Benefits Information' are: Health Plans Summary, Dependents Coverage Summary, Life and LTD Plans, and HCRA & DCRA - (FSA). The sub-items for 'My Payroll and Compensation' are: Compensation History and Employee Pay Stub. The sub-items for 'My Leave Information' are: View Earned Leave Balances and View Comp Time Balances.

My Personal Profile	My Benefits Information	My Payroll and Compensation	My Leave Information
Personal Information	Health Plans Summary	Compensation History	View Earned Leave Balances
Home Address	Dependents Coverage Summary	Employee Pay Stub	View Comp Time Balances
Phone Numbers	Life and LTD Plans		
Email Addresses	HCRA & DCRA - (FSA)		
Emergency Contacts			

Your Personal Profile

Employee Self Service >



My Personal Profile



Personal Information

Review and edit your address, phone numbers, and emergency contact information on one page.



Home Address

Review and update your home address.



Phone Numbers

Review and edit your home, business, cellular or other phone numbers.



Email Addresses

Add or update your email addresses.



Emergency Contacts

Add or update your emergency contact information.

View Leave Balances



Your Leave Balances

Employee Earned Leave Balances

State Service (in Months): 42

History is available from 11/01/2005. For prior months, please contact your timekeeper. Please speak to your department timekeeper if you have any questions regarding your leave activity or balances.

Leave Balances						
Accrual Date	Sick Balance	History	Vacation Balance	History	Personal Holiday	Job Information
04/01/2009	150.500	History	125.678	History	Not Taken	Job Information

Please contact your [Payroll Account Representative](#) for assistance

View Compensation History



The screenshot shows the 'Employee Self Service' application window. The title bar reads 'Employee Self Service' and includes standard window controls. The main content area is divided into four columns of menu items, each starting with a folder icon:

- My Personal Profile**
 - [Personal Information](#)
 - [Home Address](#)
 - [Phone Numbers](#)
 - [Email Addresses](#)
 - [Emergency Contacts](#)
- My Benefits Information**
 - [Health Plans Summary](#)
 - [Dependents Coverage Summary](#)
 - [Life and LTD Plans](#)
 - [HCRA & DCRA - \(FSA\)](#)
- My Payroll and Compensation** (circled in red)
 - [Compensation History](#)
 - [Employee Pay Stub](#)
- My Leave Information**
 - [View Earned Leave Balances](#)
 - [View Comp Time Balances](#)

Compensation History Page

Compensation History

From: 01/01/1900 To: 05/13/2009

[View Another Date Range](#)

Employee Job Information

EmplID:

Department:

Job Title:

Payroll Status: Active

Salary History

Date of Change	Action	Reason	Compensation		
03/01/2008	Pay Rt Chg	Service Salary Increase	\$4,078.00	USD	Monthly
10/08/2007	Promotion	Promotion	\$4,038.00	USD	Monthly
07/01/2007	Pay Rt Chg	General Salary Increase	\$3,845.00	USD	Monthly
03/01/2007	Transfer	Voluntary Reassignment	\$3,717.00	USD	Monthly
03/01/2007	Pay Rt Chg	Service Salary Increase	\$3,241.00	USD	Monthly
01/01/2007	Pay Rt Chg	General Salary Increase	\$3,209.00	USD	Monthly
08/02/2006	Pay Rt Chg	General Salary Increase	\$3,177.00	USD	Monthly
03/06/2006	Transfer	Voluntary Reassignment	\$3,075.00	USD	Monthly
12/05/2005	Hire	Concurrent Job	\$2,847.00	USD	Monthly

Please contact Payroll Services at ext. 2521 if you have any questions about your compensation information.



State Payroll System

- Personnel/Payroll Information Management System (PIMS)
- Database maintained by the State Controller
- Pay agent for the California State University



Payroll Processing



Payroll Service's Website

- <http://hr.fullerton.edu/Payroll/>
- Payroll Forms
- Calendars
- Attendance
- Memos



Delegation of Authority Form



**PAYROLL SERVICES
DELEGATION OF AUTHORITY FORM**

Complete form to add or delete a Timekeeper or Approving Official. Obtain the appropriate Divisional Approval(s). Submit completed form to Payroll Services - CP 770. For inquiries, send an email to Payroll@fullerton.edu.

Effective Date MM/DD/YY: Agy/Unit: _____ Agy/Unit: _____ Agy/Unit: _____ Agy/Unit: _____ Agy/Unit: _____ Agy/Unit: _____ Agy/Unit: _____

DIVISION _____ DEPT / DEPT ID _____ COLLEGE _____

FACULTY/STAFF ATTENDANCE **DELETE** **ADD**

TIMEKEEPER - The Timekeeper role and Warrant Coordinator role may not be performed by the same person.

Primary	_____	_____	_____
	Print Name	Print Name	
Alternate	_____	_____	
	Print Name	Print Name	
APPROVING OFFICIAL			
Attendance Forms (B34, 652, Q1/SD, Dock Forms & Hourly/Intermittent Timesheets)	_____	_____	_____
	Print Name	Print Name	Signature
Certification Report	_____	_____	_____
	Print Name	Print Name	Signature

STUDENT ATTENDANCE

TIMEKEEPER - The Timekeeper role and Warrant Coordinator role may not be performed by the same person.

Primary	_____	_____	
	Print Name	Print Name	
Alternate	_____	_____	
	Print Name	Print Name	
Student Time Sheet	_____	_____	_____
	Print Name	Print Name	Signature
APPROVING OFFICIAL			
CD-048	_____	_____	_____
	Print Name	Print Name	Signature

CMS STUDENT CONFIRMATION TICKETS

Primary	_____	_____	_____
	Print Name	Print Name	Signature
Alternate	_____	_____	_____
	Print Name	Print Name	Signature

APPROVALS

Department Head	_____	_____	_____
	Print Name	Signature	Date
College Dean (if appropriate)	_____	_____	_____
	Print Name	Signature	Date
Division Head or Designee	_____	_____	_____
	Print Name	Signature	Date



What is it used for?

To delegate/designate department Timekeeper(s), Warrant Coordinator(s) and Approvers.

An updated form to add and/or delete a designee must be submitted to Payroll if the delegation change due to separation, change in responsibility/job duties, or reassignment of the designee to another department on campus.



How should it be completed?

The form must be completed in its entirety. All of the approval signatures at the bottom of the form must be completed prior to submitting it Payroll.

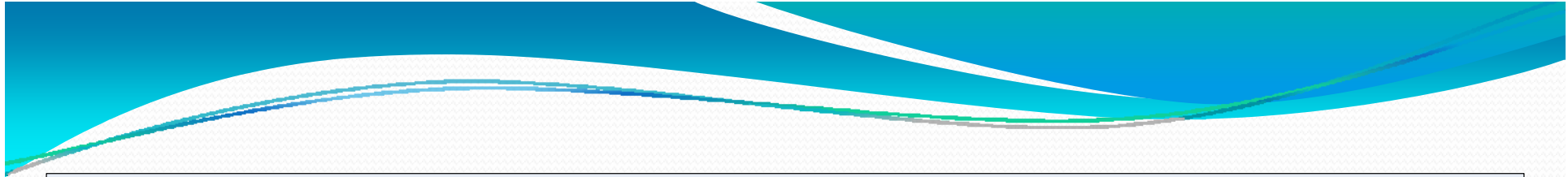
Department Head
College Dean (if appropriate)
Division Head or Designee

References:

- Detailed instructions on the first page of the form.
- Roles and Responsibilities in the Payroll Website under Attendance Processing.



Student Worker Process



<Process Name>

CSU Fullerton Student Worker Overview Process



<Function>



Department has need for student workers. Post position in Career Center (if applicable).



Student applies/interviews for job on campus



Department hires student through CMS



Student takes confirmation page and application received from department to Payroll (if needed)



Department timekeeper completes Time Reporting in CMS. Prints CD048 from CMS. Sends to Payroll with appropriate approvals with complete timesheets.



Student works for department and submits timesheet to timekeeper at the end of the pay period.



Student completes required documentation. Payroll informs department student is approved to work via email notification.

Payroll PIPs to SCO. Checks received and distributed to department timekeepers



Student paid on or before the 15th of every month.



REMI NDER

- Student must be approved by Payroll and/or Financial Aid prior to working.
- 20-hour maximum per week when classes are in session

Resources

- CMS HR User Training Guide
- Training Guides are also available through the Portal (in the Human Resources box)



- Student Job Roster



Payroll's Role in the LCD Processing (Labor Cost Distribution)



LCD Questions

Contact the Budget Department or e-mail DL-Budget



Preventing Accounts Receivable

- Docks
- Leave of Absence Notice
- Notice of Separation
- Attendance Errors
- Status Changes



Position Management



Position Management

- What is position management?
 - Position Management is a support module within PeopleSoft that allows for the creation of approved personnel positions linking jobs to departments, and then linking employees to these approved positions.

Every position at Cal State Fullerton has a unique identifying number known as a "CMS position number" which is independent of the employee .



CMS Position Number

Why do I need a CMS position number?

- Every budgeted position must have a CMS position number created before you can assign employees to it.



Position Number

What information is stored in the position management module?

- Job classification
- Department ID
- MPP Supervisor
- Reporting unit
- Full-time/ part-time status
- Salary grade
- Job title
- Funding Information

All of this information must be populated before an employee is assigned into a position.



CMS Position Number

How do I request a position number?

- Every division has a Divisional HR Finance Coordinator. The HR Finance coordinator manages the budgets for the departments and is the one who would request a new position be created, inactivated or make changes to an existing position.

Position Management - Forms

- **CMS Department Reorganization Request form** - (Informed Filler)
Complete this form to request departmental or divisional reorganizations within CMS.
- **CMS Position Action form** - (Informed Filler)
Complete this form to request the creation of positions, position data changes and split funding costs in CMS.
- **CMS Multiple Position Action form** - (Excel)
Complete this form to request *multiple* position actions (create, inactivate or reactivate *multiple* positions in CMS).
- **Student Employee Task Profile Action form** - (Informed Filler)
Complete this form to request Task Profiles (used to assign funding information during the reporting of student employee time).
- You can find a link to these forms on the payroll services website under Payroll Forms.

CMS Human Resources Forms

- [CMS HR Forms](#)



QUESTIONS

???