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

Glenda Hart
Director

- Gwen Hooks
  Position: Management SME
- Marilou Encina
  Operations Supervisor
- Rita Salazar
  Office Coordinator

- Ruby Cook
  Analyst, LCD SME

- Susan Smith
  Lead PIMS Analyst/LAPP SME

- Karen Batten
  Technical Supervisor

  - Cheryl Baldwin
    Account Representative
  - Ann Troung
    Account Representative
  - Stacey Wilson
    Account Representative
  - Leticia Boedharto
    Account Representative
  - Theresa Wright-Reid
    Account Representative
  - Ina Campbell
    Account Representative
  - Patty Verdugo
    Account Representative
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

Employee works or uses time for a given month. Completes Absence & Excess Hours Report (Form 634). Submits to department timekeeper.

Timekeeper runs Attendance Certification Report (replaces Form 672). Verifies employee's balances using CMS LAPP tools.

Timekeeper transfers employee's total hours from Form 634 to Attendance Certification Report. Obtains appropriate approval and sends report (with Form 634) to Payroll by the 5th business day of each month.

After department submits report and Form 634, Payroll keys total leave hours used into CMS (5-10 business days).

Employee can view balances through Self Service which includes adjustments.

Late Form 634? Form 634 received after accrual process is run, must be manually processed by Payroll using the CMS adjustment process. Once adjustments are entered, balances are updated in real-time but not posted on verification report until the following month.


Problems with employee balances? Timekeeper contacts assigned payroll tech.

CMS FULLERTON

Day after cutoff Payroll runs accrual process in CMS.

Revised: 12/5/2005
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

Employee Self Service

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
- Compensation History
- Employee Pay Stub

My Leave Information
- View Earned Leave Balances
- View Comp Time Balances
## Your Personal Profile

### My Personal Profile

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Information</strong></td>
<td>Review and edit your address, phone numbers, and emergency contact information on one page.</td>
</tr>
<tr>
<td><strong>Home Address</strong></td>
<td>Review and update your home address.</td>
</tr>
<tr>
<td><strong>Phone Numbers</strong></td>
<td>Review and edit your home, business, cellular or other phone numbers.</td>
</tr>
<tr>
<td><strong>Email Addresses</strong></td>
<td>Add or update your email addresses.</td>
</tr>
<tr>
<td><strong>Emergency Contacts</strong></td>
<td>Add or update your emergency contact information.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Accrual Date</th>
<th>Sick Balance</th>
<th>History</th>
<th>Vacation Balance</th>
<th>History</th>
<th>Personal Holiday</th>
<th>Job Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/01/2009</td>
<td>150.500</td>
<td>History</td>
<td>125.678</td>
<td>History</td>
<td>Not Taken</td>
<td>Job Information</td>
</tr>
</tbody>
</table>

Please contact your Payroll Account Representative for assistance
View Compensation History
# Compensation History Page

## Compensation History

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

### Employee Job Information

- **EmpID:**
- **Department:**
- **Job Title:**
- **Payroll Status:** Active

### Salary History

<table>
<thead>
<tr>
<th>Date of Change</th>
<th>Action</th>
<th>Reason</th>
<th>Compensation</th>
<th>Payroll Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/2008</td>
<td>Pay Rt Chg</td>
<td>Service Salary Increase</td>
<td>$4,078.00 USD</td>
<td>Monthly</td>
</tr>
<tr>
<td>10/08/2007</td>
<td>Promotion</td>
<td></td>
<td>$4,038.00 USD</td>
<td>Monthly</td>
</tr>
<tr>
<td>07/01/2007</td>
<td>Pay Rt Chg</td>
<td>General Salary Increase</td>
<td>$3,845.00 USD</td>
<td>Monthly</td>
</tr>
<tr>
<td>03/01/2007</td>
<td>Transfer</td>
<td>Voluntary Reassignment</td>
<td>$3,717.00 USD</td>
<td>Monthly</td>
</tr>
<tr>
<td>03/01/2007</td>
<td>Pay Rt Chg</td>
<td>Service Salary Increase</td>
<td>$3,241.00 USD</td>
<td>Monthly</td>
</tr>
<tr>
<td>01/01/2007</td>
<td>Pay Rt Chg</td>
<td>General Salary Increase</td>
<td>$3,209.00 USD</td>
<td>Monthly</td>
</tr>
<tr>
<td>08/02/2005</td>
<td>Pay Rt Chg</td>
<td>General Salary Increase</td>
<td>$3,177.00 USD</td>
<td>Monthly</td>
</tr>
<tr>
<td>03/08/2005</td>
<td>Transfer</td>
<td>Voluntary Reassignment</td>
<td>$3,075.00 USD</td>
<td>Monthly</td>
</tr>
<tr>
<td>12/05/2005</td>
<td>Hire</td>
<td>Concurrent Job</td>
<td>$2,847.00 USD</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

*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 Approvals. Submit completed form to Payroll Services - CF 170. For inquiries, send an email to Payrollregistrar@fuller.edu.

## Faculty/Staff Attendance

<table>
<thead>
<tr>
<th>TIMEKEEPER</th>
<th>FACULTY/STAFF ATTENDANCE</th>
<th>DEPT / DEPT ID</th>
<th>COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Print Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td>Print Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approving Official</td>
<td>Print Name</td>
<td>Print Name</td>
<td>Signature</td>
</tr>
<tr>
<td>Certification Report</td>
<td>Print Name</td>
<td>Print Name</td>
<td>Signature</td>
</tr>
</tbody>
</table>

## Student Attendance

<table>
<thead>
<tr>
<th>TIMEKEEPER</th>
<th>STUDENT ATTENDANCE</th>
<th>DEPT / DEPT ID</th>
<th>COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Print Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td>Print Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Time Sheet</td>
<td>Print Name</td>
<td>Print Name</td>
<td>Signature</td>
</tr>
<tr>
<td>Approving Official</td>
<td>Print Name</td>
<td>Print Name</td>
<td>Signature</td>
</tr>
</tbody>
</table>

## CMS Student Confirmation Tickets

<table>
<thead>
<tr>
<th>TIMEKEEPER</th>
<th>CMS STUDENT CONFIRMATION TICKETS</th>
<th>DEPT / DEPT ID</th>
<th>COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Print Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td>Print Name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Approvals

<table>
<thead>
<tr>
<th>TIMEKEEPER</th>
<th>DEPARTMENT HEAD</th>
<th>COLLEGE DEAN</th>
<th>DIVISION HEAD OR DESIGNEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
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<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>Function</th>
<th>Process Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student applies/interviews for job on campus</td>
<td>Student works for department and submits timesheet to timekeeper at the end of the pay period.</td>
</tr>
<tr>
<td>Department hires student through CMS</td>
<td>Student completes required documentation. Payroll informs department student is approved to work via email notification.</td>
</tr>
<tr>
<td>Payroll PIPs to SCO. Checks received and distributed to department timekeepers</td>
<td>Student paid on or before the 15th of every month.</td>
</tr>
</tbody>
</table>

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

• 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

![Human Resources](image)
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.
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.

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CMS Human Resources Forms

- CMS HR Forms
QUESTIONS

???