Processing Tips to Help Make Payroll Painless!

Beginning with the first payroll in May, Brown University will be sending university generated payroll files to ADP for the printing of checks and direct deposit advices, funding employee direct deposit bank accounts, and depositing federal and state payroll taxes. This project benefits the university on many levels, including business continuity, employee self-service, and compliance with tax deposit requirements. Whereas payroll checks/advices are currently printed at Brown University's data center, in May they will be printed at one of ADP's two check facilities in the United States and shipped via Federal Express to Brown. The additional transportation time to the current payroll processing schedule means that it has become extremely important for all departments to submit payroll documents to the Human Resources Department and the Payroll Office by the date and time outlined in the payroll cutoff schedule located on the Payroll Department website (http://www.brown.edu/Administration/Controllers_Office/payroll/paydates.html). The following suggestions will help you process payroll more quickly and accurately.

Personal Action Forms (PAFs)

No one can be paid (faculty, staff, students, and LDP) unless their record has been established in the Human Resources Management System (HRMS). The Human Resources Department receives and processes over 25,000 PAFs and adjustments a year - a daunting task! The Human Resources Department has created a wonderful website to assist staff with PAF/Payroll responsibilities (http://brown.edu/Administration/Human_Resources/PAFs/index.html). For BioMed Departments, deadlines for monthly and semi-monthly PAFs and related paperwork are two business days prior to University deadlines. (Please contact BioMed Payroll at biomed_payroll@brown.edu if you have any questions). Other tips include:

- **Do not wait** until you are ready to pay your employee to process your employee's HR record. Almost always, this will result in a delay in payment. Contact HR Records and Data Services with any processing questions.
- **Respect the HR/Payroll deadlines.** PAFs must reach Human Resources before the deadline in order for the changes to post accurately and to guarantee the employee is paid correctly. Refer to the Payroll Office's website for a list of deadlines by payroll cycle. Please note that Student Payroll has two deadlines - one for the submission of student PAFs to HR and one for the submission of time sheets to the Payroll Office.
- **Make sure all PAFs have authorized signatures.** Human Resources cannot process transactions without them. HR Department Coordinators have the authority to sign off on all PAFs in their respective departments, except their own.
- **Sponsor-funded positions need additional approvals**. PAFs for transactions on sponsor-funded positions require approval from the Office of Sponsored Projects before being entered into HRMS. Please allow for additional time for this approval.
- **Keep a copy of all PAFs sent to HR.** That copy should be used to verify data accuracy once the Turnaround PAF is received. Turnaround PAFs are received for monthly, semi-monthly, and regular weekly paid employees. Undergraduate student and Limited Duration Payroll employee PAFs do not generate a turnaround PAF. For undergraduate students and LDP employees, please compare your copy of the PAF sent to HR to the data recorded on the time sheet (payroll cycle, name, SS#, earn code, and account).
- **Take steps to protect personally identifying information.** PAFs must be placed in a sealed envelope marked "Confidential", and hand-delivered to Human Resources Records and Data Services.
- **Only use PAFs to process *future* adjustments to an employee's salary.** The PAF was not designed to make retroactive adjustments to an employees pay. Instead, use the Brown University Payroll Adjustment Form for these types of transactions.
- **Use colored ink.** This will make data entry easier and more accurate. Keeping the changes legible and accurate will also help ensure the employee gets paid correctly.

Payroll Adjustment Forms

- **These forms are for adjustments**. Use these forms to make corrections to an employee's paycheck - either an increase or a decrease in pay.
- **Adjustments will appear in the next paycheck**. Payroll adjustment forms will not generate a separate check but will be an adjustment to the next employee paycheck.
- **Verify employee's status with HR**. Employee must be active in the HR system in order for the adjustment to process. Verify the employee's status with HR prior to completing the form if you are unsure of employee's status.
- **Check the numbers!** Review account numbers, dollar amounts and hourly rates.
- **Sponsor funded transactions need additional approvals**. Payroll adjustment forms for transactions on sponsor funded positions require approval from the Office of Sponsored Projects before being processed. Please allow for additional time for this approval.
- **Protect your employee's identity** by writing in just the last four digits of the employee's social security number.
- **Mail or hand deliver.** Mail or hand deliver the payroll adjustment form. If you must fax, please call the Payroll Office first to alert them of the incoming form.

Payroll Time Sheets

- **Submit on time!** Submit all time sheets by deadlines listed on the Payroll website (http://www.brown.edu/Administration/Controllers_Office/payroll/paydates.html).
- **Make sure your employee is hired!** Make sure your employee has followed through on the hiring process by completing the I-9 requirements and other Condition of Employment forms.
- **Employee name should be on the pre-printed time sheet**. If employee is not pre-printed on the timesheet, check with HR/Records to find out why. <u>Do not just write in the employee's name because the employee's HR record may not yet be active</u>.
- **Please review your changes**. Verify all handwritten changes such as account numbers, hourly rates, hours, etc. for accuracy and verify that a PAF has been submitted to Human Resources reflecting these changes.
- **Use colored ink.** This will make data entry easier and more accurate. Keeping the changes legible and accurate will also help ensure the employee gets paid correctly
- **Check your totals!** Attach a calculator tape verifying the time and rate of pay totals on the bottom of the time sheet.
- **Sign the time sheet.** An authorized signature must be on the time sheet.

Kronos Timekeeping System

- **Submit on time!** Submit all Kronos time by deadlines listed on the Payroll website.
- **Make sure your employee is hired!** Make sure your employee has followed through on the hiring process by completing the I-9 requirements and other Condition of Employment forms.
- **Employee record in the HR System must be complete**. If employee is not listed/showing in Kronos, then verify employee's status with HR/Records. Employee will not appear in Kronos until the employee's record is processed.
- **HR/Records does not back-date PAF start dates**. Make sure all your employees, especially students and Limited Duration Payroll employees, are in the HR system prior to beginning work.
- **Please check your daily reports**. Three daily reports are sent to Kronos departments that list swipes with old ID's, erroneous swipes, and swipes made by individuals without an active job in HRMS. Please review these reports daily and address any outstanding issues.
- **Do not use old id's to swipe the Kronos timeclock**. Remind employees that they must use currently issued ID's when swiping the Kronos timeclock.

Tips from Academic and Administrative Department Managers

Kronos

- Do not wait until the end of the payroll period to review timecards. It often takes time to track down information needed to fix missed swipes (Kronos) or other errors, and this can cause delays and compromise deadlines. Review and update timecards throughout pay periods.
- Always look at total hours on timecards. Problems that might otherwise be overlooked because they aren't flagged by Kronos can often be detected by seeing unusually large or small totals.
- It is a good idea to have your employees (especially those who don't work a set schedule) keep track of their hours, as they can't view their electronic timecard.
- Be sure all timecard entries have a "transfer code" (which reflect payroll account numbers) before approving time. (There is a report you can run that highlights entries that are missing these.)
- Add comments to explain exceptions for easy reference and tracking (i.e. paying vacation time if an employee runs out of sick time; scheduled OT; employee out but didn't call, etc.).