PEOPLESOFT TRAINING
VERSION 7.5 UPGRADE

Hourly & Deduction
DATA ENTRY

October 1999

REVISED BY
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WORKFLOW OF TIME ENTRY

1. Work authorizations and change forms for pay rate changes or budget code changes must be received by Student Employment by approximately the 10th of the month in which you wish to pay the employee.

2. Non-Student hourly packets must be received by Human Resources by the 10th of the month in which you wish to pay the employee.

3. Payroll will create pay-sheets on approximately the 15th of each month (excluding November and December). Pay-sheets will be created by noon and entry can begin at that time through 5:00pm of the last date of entry noted on the calendar.

4. Payroll will close out timesheet entry at 5:00pm on the last date stated for entry. Any timesheets not entered by the deadline will either need to be entered the following month for payment or a $45.00 per check charge will be assessed for timesheets you wish paid in the same month.

5. Pay day for all employees including students with work authorizations will be monthly on the last working day of the month. An exception may be made in December if UNC's last working day is different than the State of Colorado.

6. Contact people will be:

   Jane Romey at 1-2628 for student problems
   Human Resources at 1-2718 for non-student problems
   Payroll at 1-2700 for other payroll questions
   Alan Chester at 1-2434 for security problems

Please see our web page for dates, deadlines and payroll forms at:
www.unco.edu/acctservices/payroll

ENTERING TIMESHEETS

Please note that an employee may have more than on job active at anytime. Before entering any hours, check the hourly rate of pay, department number, and account number.

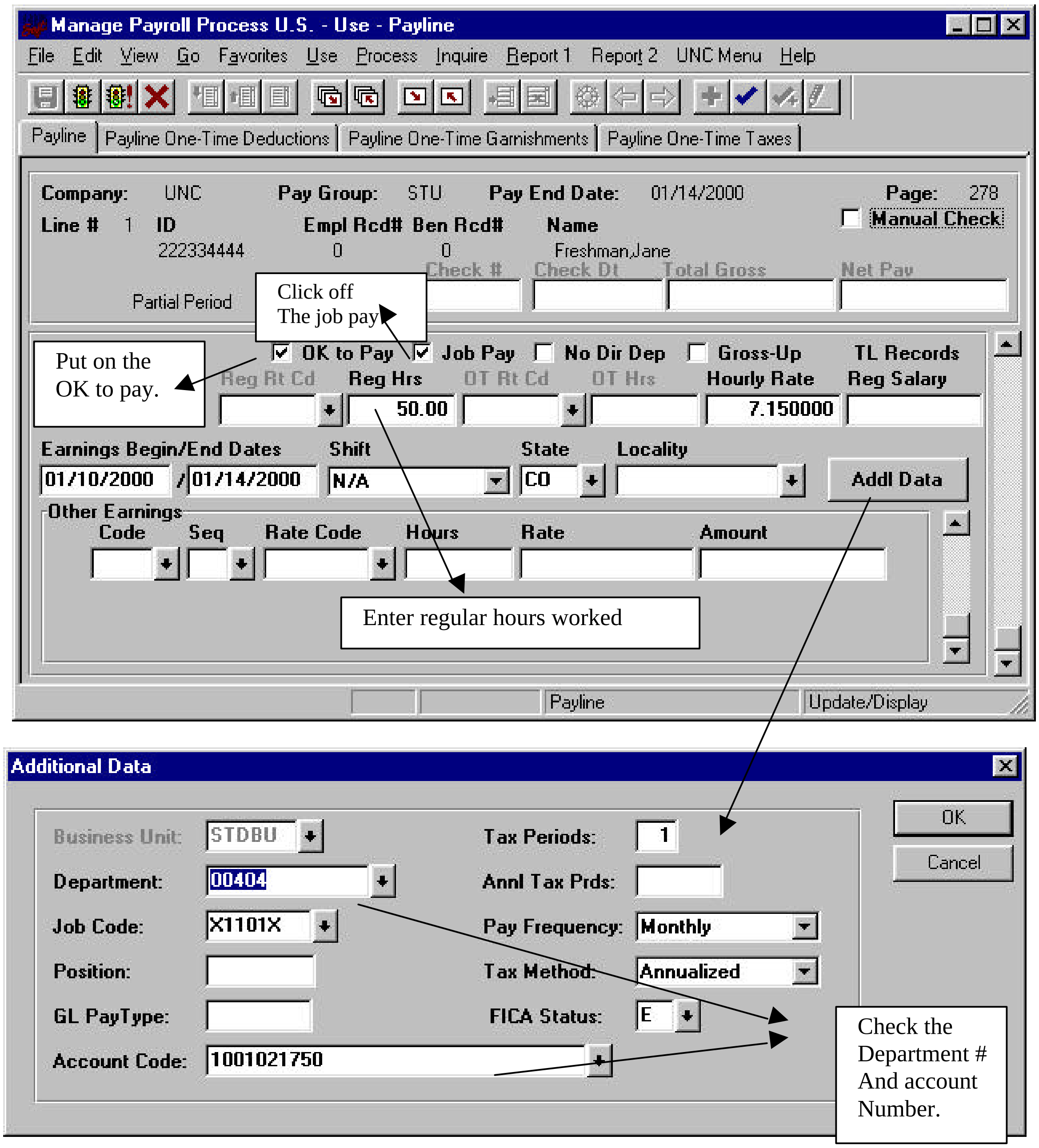
1. **Go**
2. **Compensate Employees**
3. **Manage Payroll Process**
4. **Use**
5. **Payline**

6. Enter SS# of employee
7. If more than one job exist, you may choose the job by highlighting it on the bottom of the screen. Use the **"Next in List"** icon to scroll through the different jobs for an employee after you have selected one.
8. When you have found the correct job and have verified the correct rate of pay, department, and account number by pushing the **Additional Data** button. You will then enter the number of hours worked in the **"Reg Hrs In"** box. (Round to the nearest 15 minutes)
9. Check the **OK to Pay** checkbox and check off the **Job Pay** button (it will disappear)
10. Then save your work by pressing the **Disk** icon or pressing the **"Enter"** key.

11. For shift differential and overtime, go to the **Other Earnings** part of the screen. Click on the down arrow and scroll until you have found **SH2** for second shift or **SH3** for third shift and **OT1** for overtime. (Overtime is hours worked in excess of 40 hours in a work week, which is 12:01 am Saturday to Friday midnight).
    - ?? Select the correct shift by double clicking the correct shift.
    - ?? Enter the number of hours worked on that shift in the **"Hours"** box in **Other Earnings.**
    - ?? If more that one shift was worked, click on the innermost scroll bar, click on the **"Insert a Row"** icon and another set of earnings will appear. Follow steps above and enter hours.
    - ?? Check the **OK to Pay** checkbox and save by pressing the **Disk** icon or pressing the **"Enter"** key.

11. To select the next employee, click on the **"Update Display"** icon and a dialog box will appear to type the next SS#.

Sample Paysheet



<u>Enter or Change General Deductions</u>

1. **GO**
2. **Compensate Employees**
3. **Maintain Payroll Data**
4. **Use**
5. **General Deductions Data**

6. Enter Employee ID number

7. Click on elevator button on outer scroll bar to verify if deduction has already been set up for employee.
8. If deduction **already** exists, click once on **inner** scroll bar, then click on "Insert Row" icon or press F7.

9. If deduction **doesn't** exist, click once on **outer** scroll bar, then click on "Insert Row" icon or press F7.

10. Type effective date you wish deduction to begin. (You may use any date within the month buy you may wish to be consistent by typing in the first day o f the month in which you wish the deduction to begin.

11. Deduction Calc Routine: Default should be "Flat Amount". If not, use drop-down menu and choose Flat Amount.

12. Flat Amount: Enter dollar amount you wish deducted each month.

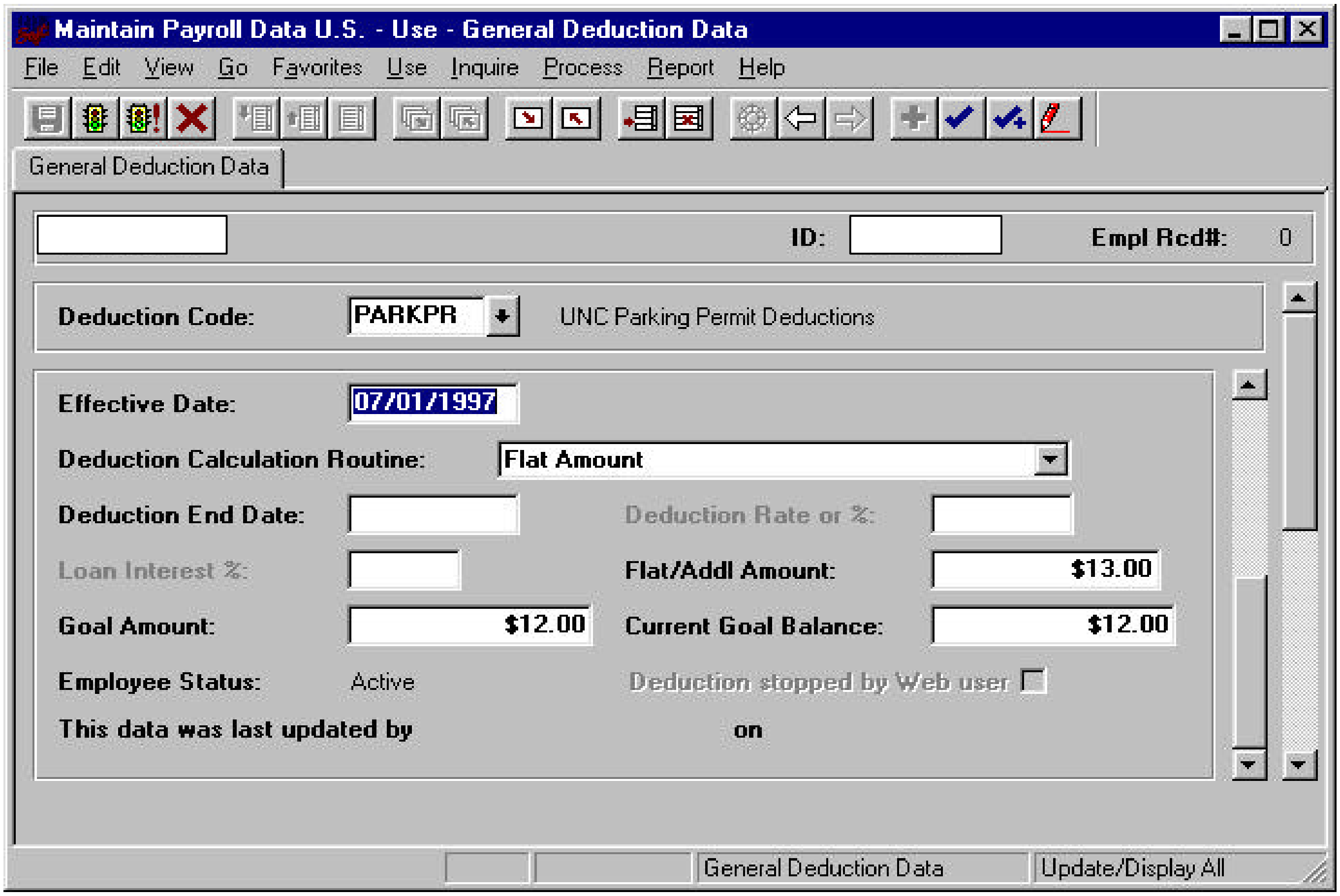
13. Goal Amount: If there is a total pledge amount (known as declining balance on old Integral system), enter the total amount. If deduction is to continue indefinitely, leave blank.

14. If additional deductions need to be entered, follow steps 5-9 until finished.

15. Save by pressing on Disk icon or pressing the "Enter" key.

    If you wish to access a new employee, click on the "Check" icon and the prompt box will ask for new employee ID number.

Sample General Deduction Panel



Watch the outer scroll bar for the correct deduction. Then use the inner scroll bar to enter date sensitive deduction amounts.

STATE ARCHIVE REQUIREMENTS

Departments must follow these rules to meet State Archive, UNC or IRS requirements.

When auditors come to campus, each department will be responsible for producing timesheets upon request.

The Internal Auditor and Payroll office will conduct routine audits to check compliance with the regulations listed below.

1. Time sheets must be completed in ink or by computer-generated process. No pencil is allowed.

2. The employee, supervisor, and the person authorized for that account must sign Timesheets in ink.

3. You must keep timesheets and general deduction information for a **minimum of five years plus the current year.**

4. Upon request, you must be able to product hard copies of the timesheet or general deduction back-up for auditing purposes.

Appendix

A. Scroll Bar

B. Department Conversion List

H. Payroll Object Codes

J. Student Time Sheet