PAYROLL SYSTEM DATA ENTRY INTERNAL PROCEDURES

I. Purpose and Scope:

The purpose of this procedure is to provide University Departments and other payroll data entry centers with guidelines that must be observed when data is entered to the Oracle HR/Payroll database system.

II. Responsibility for implementing procedure:

The payroll data entry function is decentralized to a variety of University departments and the regional campuses. All users must complete and submit a PRISM Access Information Form to be granted access to the Oracle HR/Payroll system for payroll functions. Payroll authorization is required to be granted this access. Additionally, users must receive formal training provided by FIS before performing data entry.

III. Procedure:

Data input procedures are established and maintained at the department level, in keeping with the policies and procedures of the Payroll Department, and will depend upon the type of information being entered to the Oracle HR/Payroll system and the documentation required. There are, however, several internal control procedures that must be observed by all personnel entering payroll data irrespective of the type of data involved:

A. Users of the Oracle HR/Payroll system must adhere to the posted deadlines for processing contained on the Payroll Operational Calendar.

B. No action affecting an employee’s pay may be executed in the HR/Payroll system unless authorized by a minimum of two signatures. This may include the preparer and authorizer, or two authorizers. Electronic signatures from automated system feeds are acceptable.

C. No action affecting an employee’s pay may be executed in the HR/Payroll system unless all required documentation has been received. Required documentation for payroll actions are provided in the Payroll Standard Operating Procedures.

D. All authorizing forms used for data entry must by initialed and dated by the individual upon entry completion.
E. All forms with required documentation attached must be forwarded to Payroll within 48 hours of system entry or before the first day of payroll processing whichever comes first.

F. When a pay adjustment is required for an employee to be paid accurately, the Pay Adjustment block must be marked if available on the form or "Pay Adjustment Required" must be clearly written if the block is not pre-printed on the form. These types of actions must be separated from normal processing, clearly marked with a top sheet by the processing area, and submitted immediately to payroll.

G. Several additional specific control procedures pertain to the data entry of information for new hires and rehires, as follows:

   a. The employee’s name and number entered into the HR/Payroll system must match the name and number printed on the Social Security Card, Application Receipt, or Attestation Form.

   b. The address entered into the HR/Payroll system must match the address on the Residency Certification form which has been signed by the employee.

H. The following additional specific control procedures must be followed by data entry areas using PittSource to automatically populate employee data for new hires and rehires.

   a. Human Resources must collect the required documentation for new appointments and rehires as stipulated in the Payroll Standard Operating Procedures.

   b. The employee’s name and number in the HR/Payroll system must match the name and number printed on the Social Security Card, Application Receipt, or Attestation Form. This must be verified and updated by Human Resources if necessary prior to payroll processing.

   c. The address entered into the HR/Payroll system must match the address on the Residency Certification form which has been signed by the employee. This must be verified and updated by Human Resources if necessary prior to payroll processing.

   d. If all applicable documentation identified in paragraphs III.H.a. to III.H.c. above has not been collected and verified at
the time of the interface from PittSource to Oracle, Human Resources must ensure that the documentation is collected and forwarded to Payroll prior to day 1 of payroll processing. If this deadline is not met, HR must manually place the individual on “inactive” status and notify Payroll. This control step replaces the paper form control step in paragraph III.C. above which states, “No action affecting an employee’s pay may be executed in the HR/Payroll system unless all required documentation has been received.” HR must additionally inform Payroll of any individuals in inactive status as of the day prior to Day One processing. This will allow coordination of late paperwork to ensure an accurate pay.