TURN-AROUND EMPLOYEE RECORD REVIEW PROCEDURE

I. Purpose and Scope

Employee Record forms, (hereafter “ER’s”), serve as the primary way for University departments to change or update current employee information, and are also used to review payroll system changes for accuracy. An ER is generated automatically by the Oracle HR/Payroll system and sent to the department when a new employee is entered or when changes to the employee’s information are made. For this reason, the ER is referred to as “turn-around ER”. This procedure describes the process for turn-around Employee Record form review. The procedure for making changes is provided in Chapter 2.

II. Responsibility for implementing procedure

Department Payroll Administrators are responsible for reviewing all turnaround ER’s to ensure that new appointment information and subsequent data changes are entered in the Oracle HR/Payroll system in a timely and accurate manner. Payroll must be notified immediately if errors are discovered on the forms.

III. Procedure

If a turnaround ER is not received by the department prior to the payroll run date, the initiating department must track the paperwork to ensure that it was processed. Departments are responsible for notifying Payroll if a change affecting an employee’s pay is not processed accurately or on time.

It is critical that the turnaround ER be reviewed when received to ensure the accuracy of the data shown on the form.

A. Compare each field on the turnaround ER to the information submitted on a New Appointment form or to the changes submitted on a previous ER.

B. Notify Payroll immediately if any errors are discovered. Payroll will provide guidance on how to correct the error.
IV. Documentation:

   Employee Record form

V. Records:

The ER must be maintained in a secure central location within the department as long as the employee is active and for a period of 3 years following employee termination. Forms must be made available for audit purposes during this time period.