Department Administrator
with Payroll Responsibilities
Training

Hosted by the Payroll Department
Agenda

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Responsibility Breakdown
New Appointments
Employee Records
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Reporting Hours (Staff, All Temps and Students)
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  • Payroll Website
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Non Immigrants
Payroll is committed to producing an accurate and timely payroll. For us to fulfill this commitment, we rely on you – our Administrators. Whether your job involves ensuring that a change is processed on time, submitting employee hours, reviewing turn around documents, or keying information into the Oracle system, you are an essential part of the process in making certain that each University employee is paid accurately and on time.
Department Administrator with Payroll Responsibilities

*Your role is crucial to creating a timely and accurate payroll*

Some of your responsibilities may include:

- New hire appointments - While areas still utilize paper appointment forms for specific job types, others are automated through PittSource
- Time collection, time submission, review of missing timecards, and timecard approval for employees
- Changes for employees via Employee Record
- Turnaround Employee Record Review (Internal Audit Requirement)
- Submission and Approval of Supplemental Payments (OSPPs)
- Running and Review of Biweekly and Monthly Payroll Register Reports (Internal Audit Requirement)
- Review of Level Reports and Labor Distribution Reports
# Data Entry Area Responsibilities

<table>
<thead>
<tr>
<th>FACULTY RECORDS</th>
<th>G-39 Cathedral of Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reviews for Entry:</strong></td>
<td>Faculty, Academic, Researcher &amp; Postdoctoral Scholars</td>
</tr>
<tr>
<td><strong>Enters:</strong></td>
<td>U.S. Citizen and Permanent Resident Faculty, Academic, Researcher &amp; Postdoctoral Scholars into ORACLE</td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td>Faculty Records 4-4232 <a href="mailto:FacRec@pitt.edu">FacRec@pitt.edu</a></td>
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<td>Staff/All-Temp, Student Worker &amp; Federal Work Study Students</td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td>Human Resources (Staff/All-Temps) 4-7000 <a href="mailto:hradsup@pitt.edu">hradsup@pitt.edu</a></td>
</tr>
<tr>
<td></td>
<td>Bill Charleroy (FWS/Students) 8-7132 <a href="mailto:stuemp89@pitt.edu">stuemp89@pitt.edu</a></td>
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</table>

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<thead>
<tr>
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<th>207P Craig Hall</th>
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<tbody>
<tr>
<td><strong>Reviews for Entry:</strong></td>
<td>Nonimmigrants, Certificate Trainee &amp; Certificate Predoctoral Fellows</td>
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<tr>
<td><strong>Enters:</strong></td>
<td>Nonimmigrant Faculty, Academic, Researcher &amp; Postdoctoral Scholars, Certificate Trainees &amp; Certificate Predoctoral Fellows into ORACLE</td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td>Garret Jones for Non Immigrants 4-8007 <a href="mailto:gjones@cfo.pitt.edu">gjones@cfo.pitt.edu</a></td>
</tr>
<tr>
<td></td>
<td>Payroll Representative for Certificate Trainees &amp; Certificate Predoctoral Fellows</td>
</tr>
</tbody>
</table>


New Appointments and Employee Records
New Hire Paperwork
Please check with your Dean’s office for specific requirements

✓ Appointment Form
  - Appointments and onboarding paperwork for Staff/Union/Student Employees are handled through PittSource and the Compliance Center.
  - Onboarding paperwork for Faculty/Academics is handled through the Compliance Center

✓ Residency Certification Form (RCF) [http://payroll.pitt.edu/employee-forms/]
  - Once an employee is on the system, they can update their address online through PRISM.

✓ Direct Deposit Form and supporting documentation (mandatory for new hires) [http://payroll.pitt.edu/employee-forms/]

✓ W-4 - [http://payroll.pitt.edu/employee-forms/]
  - Once an employee is on the system, they can update their W-4 online through PRISM.

✓ LST exemption form (if applicable) - [http://payroll.pitt.edu/employee-forms/]

✓ Payroll does not require a copy of the Social Security card. However, a valid SSN is required or a receipt of the SSN application for all employees.

**Signatures for all forms must be obtained prior to submission. Check with your school/department for authorized signature hierarchy.**
An electronic I-9 must be completed prior to their first day of employment.

Employees must complete Section 1 of their electronic I-9 no later than their first day of employment.

Employees must visit one of the locations below to complete the I-9 process within three business days of their first day of employment:

- **Panther Central** – Main lobby of Litchfield Towers (412-648-1100) – 7am to 10pm; daily

- **Office of Human Resources** – 200 South Craig Street (412-624-8150) – 8:30am to 5pm; Monday – Friday

- **Health Sciences I-9 Service Center** – Suite 118 Lothrop Hall (412-648-2222) – 7:30am to 6pm Monday – Friday (Use entrance on the corner of Lothrop & Victoria Streets, next to entrance of School of Nursing / Victoria Hall)
It is essential to review your turnaround ERs once a new hire is entered or a change is made to ensure that the correct information has been entered. Each field should be checked for accuracy. This is an excellent tool to use to be proactive to review all data entry prior to payroll processing.

*This is an Internal Audit Requirement.

Remember, for future dated transactions (ie: salary, job title, terminations) you will not receive a turn around ER until after that effective date.
Need a copy of an Employee Record?

- If you are requesting an ER for an employee that is transferring to your department, you will need to contact the employee’s prior department Administrator and have them send you the ER for completion.

- To find out what department the employee previously worked in, please visit Find People [http://find.pitt.edu/](http://find.pitt.edu/). This site can also be used to verify the employees job status, department, and title at the University.

- To find the Administrator in that department, please visit our website at [http://payroll.pitt.edu/administrator-contact-lists/](http://payroll.pitt.edu/administrator-contact-lists/) and select view Departmental Contact list.

- If you have contacted the employee’s prior department but the ER is not available, you can request an ER through our Inquiry Link [http://payroll.pitt.edu/contact-2/](http://payroll.pitt.edu/contact-2/)

- You are not permitted to request an ER for yourself. Administrators are only permitted to request an ER for an employee that is currently in their department or will be a rehire/transferring to their department.
Payment for Faculty and Academics
Pay Year Types

Pay year types designate both the assignment period and the number of months over which the payment will be distributed.

**Pay Year Types**
- 4/4
- 8/8
- 9/9
- 10/10
- 12/12

**Annualized Pay Year Types** (can only start 9/1)
- 8/12
- 9/12
- 10/12

For 8/12, 9/12, 10/12 pay year types, the salary deferral cannot exceed $18,000/year per Internal Revenue Section 409A Code.
PAY YEAR TYPES AND FACULTY CONTRACT DETAILS

<table>
<thead>
<tr>
<th>PAY YEAR TYPE</th>
<th>FACULTY CONTRACT DATES ON LINE 12 MUST END</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/4</td>
<td>April</td>
</tr>
<tr>
<td></td>
<td>August</td>
</tr>
<tr>
<td></td>
<td>December</td>
</tr>
<tr>
<td>8/8</td>
<td>April</td>
</tr>
<tr>
<td>9/9</td>
<td>May</td>
</tr>
<tr>
<td>10/10</td>
<td>June</td>
</tr>
</tbody>
</table>

- These pay year types must have contract dates that coincide with Fall, Spring, and Summer terms.
- The end date must be for the appropriate month or salary will not pay (ie: April 30).
ANNUAL PAY YEAR TYPES

<table>
<thead>
<tr>
<th>PAY TYPE</th>
<th>FACULTY CONTRACT DATES ON ER LINE 12 MUST END</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/12</td>
<td>September – <strong>April 30</strong></td>
</tr>
<tr>
<td>9/12</td>
<td>September – <strong>May 31</strong></td>
</tr>
<tr>
<td>10/12</td>
<td>September – <strong>June 30</strong></td>
</tr>
<tr>
<td>12/12</td>
<td>Any dates</td>
</tr>
</tbody>
</table>

The above pay year types receive a pay every month for 12 months. When a contract ends, you MUST submit an ER containing an action, such as updated faculty contract dates, a salary change or a termination.

For example:
If an employee has an 8/12 pay year type, contract dates on line 12 of the ER should read 01-SEP-16 to 30-APR-17. If you wish to renew the employee's contract beginning September 2017, you must submit an ER containing new contract dates and salary information.
Reporting Hours:
Staff, All Temps and Students
Reporting Hours: Staff, All Temps and Students

- Hours must be reported to Payroll for each pay period through daily PRISM entry by all Staff, Temporary Staff, Student Workers and Federal Work Study Students.

- Department Administrators are responsible for ensuring that all time has been submitted and approved by the established deadlines each pay period.

- Deadlines for reporting hours are published on the Payroll department website at: [http://payroll.pitt.edu/calendar/](http://payroll.pitt.edu/calendar/)
PRISM TRKS

**PRISM TRKS** is the online timekeeping system where Staff (including All-Temps), Federal Work Study Students and Student Workers record daily hours online.

Weekly timecards must be submitted and approved by the supervisor no later then 12 noon each Monday (unless there is a holiday or early closing) for all hours worked in the prior week.

If you have Questions:
- **Email** TRKS@pitt.edu
- Call the hotline @ 412-383-8463
- Information and procedures on the PRISM TRKS online timekeeping system can be found on the PRISM TRKS website at [http://www.cfo.pitt.edu/prism/prismtrks/](http://www.cfo.pitt.edu/prism/prismtrks/)
- Information and procedures on responsibilities for the student biweekly payroll can be found on the PRISM website at [http://payroll.pitt.edu/calendars-resources/](http://payroll.pitt.edu/calendars-resources/)

**For Salary, Compensatory and Overtime Payout Timelines**

Please visit [http://www.payroll.pitt.edu](http://www.payroll.pitt.edu) select the your role then My Pay, to access the compensatory and overtime schedules under the Monthly and Biweekly Pay Schedules section.
What hours are included in my **Monthly** pay?

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>Hours Worked</th>
<th>Compensatory Hours*</th>
<th>Overtime Hours**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/31</td>
<td>1/1 - 1/31</td>
<td>12/1 - 12/31 if not taken by 01/21</td>
<td>12/11-1/21</td>
</tr>
<tr>
<td>2/28</td>
<td>2/1 - 2/28</td>
<td>1/1 - 1/31 if not taken by 2/18</td>
<td>1/22-2/18</td>
</tr>
<tr>
<td>6/30</td>
<td>6/1 - 6/30</td>
<td>5/1 - 5/31 if not taken by 6/17</td>
<td>5/21-6/17</td>
</tr>
<tr>
<td>7/31</td>
<td>7/1 - 7/31</td>
<td>6/1 - 6/30 if not taken by 7/15</td>
<td>6/18-7/22</td>
</tr>
<tr>
<td>8/31</td>
<td>8/1 - 8/31</td>
<td>7/1 - 7/31 if not taken by 8/19</td>
<td>7/23-8/19</td>
</tr>
<tr>
<td>9/29</td>
<td>9/1 - 9/30</td>
<td>8/1 - 8/31 if not taken by 9/16</td>
<td>8/20-9/16</td>
</tr>
<tr>
<td>10/31</td>
<td>10/1 - 10/31</td>
<td>9/1 - 9/30 if not taken by 10/21</td>
<td>9/17-10/21</td>
</tr>
<tr>
<td>11/30</td>
<td>11/1 - 11/30</td>
<td>10/1 - 10/31 if not taken by 11/18</td>
<td>10/22-11/18</td>
</tr>
<tr>
<td>12/29</td>
<td>12/1 - 12/31</td>
<td>11/1 - 11/30 if not taken by 12/9</td>
<td>11/19-12/9</td>
</tr>
</tbody>
</table>

*Please Note: The dates above are accurate only if the PRISM THAS timesheets are submitted and approved before the noon deadline each Monday.*

*Compensatory time is automatically calculated when hours worked exceeds 37.5. No more than 2.5 hours of compensatory time can be accrued in one week. Please refer to University policy 07-04-01 for a description of the types of hours that count towards compensatory time. See your supervisor for the compensatory time accrual and pay out policy for your department.*

**Overtime is automatically calculated when hours worked exceeds 40 per week. Please refer to University policy 07-04-01 for a description of the types of hours that count towards overtime.*
What hours are included in my Biweekly pay?

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
<th>If Not Taken By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6/17</td>
<td>1/1/17</td>
<td>1/14/17</td>
<td>12/4/16</td>
<td>12/17/16</td>
<td>12/31/16</td>
</tr>
<tr>
<td>1/20/17</td>
<td>1/1/17</td>
<td>1/14/17</td>
<td>12/18/16</td>
<td>12/31/16</td>
<td>1/4/17</td>
</tr>
<tr>
<td>2/3/17</td>
<td>1/15/17</td>
<td>1/28/17</td>
<td>12/19/16</td>
<td>12/31/16</td>
<td>1/14/17</td>
</tr>
<tr>
<td>2/17/17</td>
<td>1/29/17</td>
<td>2/11/17</td>
<td>12/20/16</td>
<td>12/31/16</td>
<td>2/11/17</td>
</tr>
<tr>
<td>3/3/17</td>
<td>2/12/17</td>
<td>2/25/17</td>
<td>12/21/16</td>
<td>12/31/16</td>
<td>2/25/17</td>
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<tr>
<td>5/26/17</td>
<td>5/7/17</td>
<td>5/20/17</td>
<td>12/27/16</td>
<td>12/31/16</td>
<td>5/20/17</td>
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<tr>
<td>7/7/17</td>
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<td>12/30/16</td>
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<tr>
<td>7/21/17</td>
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<tr>
<td>8/4/17</td>
<td>7/16/17</td>
<td>7/29/17</td>
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<td>8/26/17</td>
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<tr>
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<td>8/12/17</td>
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<tr>
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<tr>
<td>12/22/17</td>
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<td>12/16/17</td>
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<td>11/18/17</td>
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<tr>
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<td></td>
<td>12/2/17</td>
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</tr>
<tr>
<td>12/30/17</td>
<td>12/21/17</td>
<td>12/16/17</td>
<td></td>
<td>12/16/17</td>
<td></td>
</tr>
</tbody>
</table>

Please Note: The dates above are accurate only if the PRISM TRKS timecards are submitted and approved before the noon deadline each Monday.

* Compensatory time is automatically calculated when hours worked exceed 37.5. No more than 2.5 hours of compensatory time can be accrued in one week.

Please refer to University policy 07-04-01 for a description of the types of hours that count towards compensatory time. See your supervisor for the compensatory time accrual and pay out policy for your department.

** Overtime is automatically calculated when hours worked exceed 40 per week. Please refer to University policy 07-04-01 for a description of the types of hours that count towards overtime.
PRISM TRKS RC Administrator Role (STAFF ONLY)

This role is for RC Administrators to monitor and reconcile exception time paid, account information on NEAD (Non-Exempt Account Distribution) form, time off balances, and missing timecards.

- Allows access to the following reports:
  - PTEE601 Retro Hourly Reconciliation RC Admin
  - PHRE337 Distributed Comp Time/Overtime Extract (Export to Excel)
  - PTEE810 Weekly Timecard (Export to Excel)
  - PTEE811 Timecard History by Person (Export to Excel)
  - PTEE812 Time Off Balances RC Admin
  - PTEE815 Time Off History RC Admin
  - PTEE817 Weekly Timecard After Transfer RC Admin
  - PTEE819 NEAD Account Number Extract (Export to Excel)
  - PTER211 Missing Timecard Report (Printable Only)
This role is for Department Administrators to monitor and reconcile exception time paid, account information on NEAD (Non-Exempt Account Distribution) form, time off balances, and missing timecards.

- Allows access to the following reports:
  - PTEE601 Retro Hourly Reconciliation Department Administrators
  - PTEE810 Weekly Timecard (Export to Excel)
  - PTEE811 Timecard History by Person (Export to Excel)
  - PTEE812 Time Off Balances (Export to Excel)
  - PTEE815 Time Off History Department Administrators
  - PTEE817 Weekly Timecard After Transfer Department Administrators
  - PTEE819 NEAD Account Number Extract (Export to Excel)
  - PTER211 Missing Timecard Report (Printable Only)
PRISM TIME ENTRY TEAM
Department Administrator Role
(FWS Students/Student Workers/All-Temps ONLY)

This responsibility grants you the ability for authorized accounts to:

- Update the TEAM form
- Create primary and subsequent tasks
- Edit existing primary and subsequent tasks

For Quick Access instructions, please visit:

PTE Hourly Time Entry Role

This responsibility grants you the ability to:

- View hours in batches
  - For authorized accounts for Federal Work Study student and Student Worker hours that have been approved.

- Enter time for authorized accounts in Biweekly HPCR (Union Staff only)
  - To add an account, please submit an Inquiry at http://payroll.pitt.edu/contact-2/
  - For Quick Access instructions, please visit: http://payroll.pitt.edu/wp-content/uploads/PTEHourlyTimeEntry2.pdf
Payroll Register Review
Internal Audit Requirement
Payroll Register Reports and Access

Register reports are available for Biweekly and Monthly payroll. It is extremely important that each department review their payroll registers online as soon as they are available every pay to ensure accuracy.

For dates the online register reports are available, please visit our website http://payroll.pitt.edu/calendars-resources/ and select the Functional Overview Calendar.

To gain access required to generate and view the online payroll registers, complete and submit the form entitled “PRISM Payroll Access Form”. The form is available on the Payroll website at http://payroll.pitt.edu/forms/ under the section “For Department Administrators and Managers”.
PRISM TRKS Payroll CDC Administrator Role

This role gives you the ability to view and print your Payroll Register Reports and OTL report by authorized CDC for all types of employees. This role allows access to the following reports:

- **PPYR319 PDF Check Register Earnings/Net**
  - Access to view/print your CDC payroll registers
  - Monthly payroll Register Reports available 3 business days prior to payday
  - Biweekly payroll Register Reports available 1 business day prior to payday

- **PTEE818 OTL Timecard to Check Register Extract**
  - Access to review overtime and comp time for employees that record their hours in PRISM TRKS. (Staff only)
  - Access to review hourly time and paid time off for part-time employees (Staff Only)

- **PTER218 Timecard CDC Listing (Student Timecard Status Report)**
  - View all student timecards within an authorized CDC—within a timeframe of your choice (including timecards in transferred, approved, rejected, submitted, and working status)
  - Ensure students with multiple tasks have all of their timecards submitted and/or approved
  - View all missing timecards (not submitted) within a timeframe of your choice
Online Payroll Register

Step by step directions on how to generate the Payroll Register Report through PRISM are available on the Payroll website under the Department Administrator role at [http://payroll.pitt.edu/calendars-resources/](http://payroll.pitt.edu/calendars-resources/)

*What will the Payroll Register Report display?*

The Payroll Register Report lists employees by CDC and includes:

- Employee number
- Earnings
- Name
- Hours
- Current salary
- Year to date
- Check # or direct deposit (employees receiving physical checks will be listed at the bottom of the Register Report)
- Net pay
What are some things you should be looking for on the report?

- All employees who should be paid from your account are listed
- Verify each employee’s payment/s:
  - Check for expected and unexpected salary changes
  - Make sure any terminated employees or employees on a leave of absence receive the correct pay

Once the register has been reviewed, it must be authorized by entering the following information in the upper right hand corner of the first page:

1. Signature of reviewer (Register Reviewed By)
2. Date of review
3. Indicate “Errors Resolved” or “No Errors” as applicable.
Online Payroll Register Review

• If you notify your payroll your Payroll Representative by 2:00pm two business days prior to monthly payday or by 11:00am one business day prior for biweekly, Payroll is able to **delete** a direct deposit. If a delete occurs, an employee will not have access to or see the deposit into their personal account. Since costing has not occurred, direct deposits that are deleted will not appear on your level reports.

• A direct deposit **reversal** can occur between one business day prior to payday and five business days after payday by notifying your Payroll Representative. During this time, the employee has access to the deposited funds. If any withdrawal against the funds is made, a reversal is not possible and other means of collection must be determined.

• If you know prior to payday that an employee should not be paid (terminations, contract changes, leave of absence) please notify your Payroll Representative as soon as possible. Payroll can stop a pay from processing to prevent an overpayment. Once a corrected ER is entered into Oracle and received by Payroll, a new pay can be issued.
Overpayments

Please notify your Payroll Representative via email as soon as you know of any overpayment situation. You must then submit an ER and Service Request (unless it was keyed incorrectly) to issue a corrected manual check.

Once your Payroll Representative is notified, there are 3 options to recoup an overpayment:

- **Reversal/Delete** - preferred method to remove entire incorrect payment
- **Short pay** – if a delete is not possible and they are a current employee
- **Personal check repayment** - only used if we can not reverse or short pay

Please note: If a net overpayment check is not received within the same calendar year that the overpayment occurred, the employee will owe the gross wages in the subsequent year. When the employee receives and has use of those funds, the wages become reportable and taxable in that year. The wages must then be reported on the employee’s W-2 Form for the year paid. Please refer to IRS Publication 525 [https://www.irs.gov/pub/irs-pdf/p525.pdf](https://www.irs.gov/pub/irs-pdf/p525.pdf), Section Repayments, Page 34 for additional information.

As a reminder:
- Off cycle payments are always manual checks
- Direct deposit can only occur on payday
Manual Check Process

In the event a manual check is needed

- Please prepare a Service Request Form for all manual checks.

- All applicable documentation must be attached to the Service Request when forwarded to the Payroll Department for processing. This may include an Appointment Form, Employee Record, OSPP form, or other documents as required.

- A service fee of $75.00 will be charged to the requesting department for each manual pay.

- An account number is always required. The sub code is always 8010.

- The Manual Check Service Request Form can be found on the Payroll website under Department Administrator role at [http://payroll.pitt.edu/forms/](http://payroll.pitt.edu/forms/) under the section For Department Administrators and Managers.

Departments may also be charged a service fee to expedite late paperwork.

*If an employee was not paid or underpaid, there may be an option to enter a pay adjustment into the next pay without a fee.*
Additional Resources for Department Administrators with Payroll Responsibilities
Department Administrator

This section is for new and current Department Administrators of the University of Pittsburgh. Information pertaining to data entry, international and global payroll, and contact lists can be found here.

A Department Administrator is an employee with payroll responsibilities that may include: new hire appointments, employee record changes and review, check distribution, time collection, time submission and/or review of level reports and labor distribution reports.
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1 BIWEEKLY DAY 2</td>
<td>2 Biweekly register reports available online/review your registers. Contact your Representative by 11am</td>
<td>3 BIWEEKLY PAYDAY</td>
</tr>
<tr>
<td></td>
<td>5 6</td>
<td>7 Monthly forms due to HR</td>
<td>8 Biweekly forms due to HR</td>
<td>10 Biweekly time entry can begin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:00 PRISM TRKS timecard approval deadline</td>
<td>14 BIWEEKLY DAY 1</td>
<td>17 BIWEEKLY PAYDAY UPP2 DAY 2</td>
</tr>
<tr>
<td></td>
<td>12 13</td>
<td>12:00 PRISM TRKS timecard approval deadline</td>
<td>15 BIWEEKLY DAY 2</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:00: Review Online Student Timecard Status Report</td>
<td>16 UPP2 DAY 1</td>
<td>21 MONTHLY DAY 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5:00 PTE Users: batches must be entered and marked complete for BW employees</td>
<td>Biweekly register reports available online/review your registers. Contact your Representative by 11am</td>
<td>MONTHLY DAY 2</td>
</tr>
<tr>
<td></td>
<td>19 20</td>
<td>12:00 PRISM TRKS timecard approval deadline</td>
<td>22 Monthly Registers available</td>
<td>24 Departments review Monthly payroll registers. Please contact your representative by 2pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:00: Review Online Student Timecard Status Report</td>
<td>Biweekly forms due to HR</td>
<td>Biweekly time entry can begin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UPP2 payroll register report available online</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>26 27</td>
<td>12:00 PRISM TRKS timecard approval deadline</td>
<td>28 MONTHLY PAYDAY</td>
<td>Day 1: Deadlines for all benefit and employment information processing is 3:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:00: Review Online Student Timecard Status Report</td>
<td>BIWEEKLY DAY 1</td>
<td>Day 2: Deadline for retry requests is 1:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5:00 PTE Users: batches must be entered and marked complete for BW employees</td>
<td>PTE Student Batches available for review until Noon</td>
<td></td>
</tr>
</tbody>
</table>
LEVEL REPORT INQUIRIES

We receive many calls regarding your level reports and always try to assist in any way we can. The Level Report is actually generated and distributed from General Accounting. However, here are some helpful links that may assist you with answering level report questions.

https://www.cfo.pitt.edu/ga/ulr.html submit Inquiry to GArequests@cfo.pitt.edu

http://www.cfo.pitt.edu/ga/workshop.html The Office of the Controller offers an online class called Financial Information Overview, which can be helpful if you are new to the University and/or will be working with the monthly Level Reports.

https://www.cfo.pitt.edu/ga/identtrans.html

http://www.cfo.pitt.edu/prism/docs/hrLaborSourceCodes.pdf

Please feel free to share this with your Department Accountants.
Direct Deposit is now required for all new hires.

Active employees can update their address (RCF) and Form W-4 online through the PHR Employee Self-Service role in PRISM.

The Payroll Department’s website is a valuable resource at http://www.payroll.pitt.edu. It provides tax rates, forms, FAQs, due dates and other pertinent payroll information.

The website http://www.cfo.pitt.edu/prism/hrglossary.php can also be of great assistance when filling out Appointment Forms and ERs. It provides reasons for terminations, can help with some payroll definitions, contains a list of job types/classifications and more.

Each Dean’s office has different procedures, so please check with your area and inquire about the requirements. (ie: signature hierarchy)

Information on SPARS (Supplemental Salaried Personnel Activity Reports) can be found by visiting www.cfo.pitt.edu/fcr or email your inquiry to: sparhelp@cfo.pitt.edu. To sign up for various workshops relating to SPARs please visit: https://www.cfo.pitt.edu/fcr/workshops/register.php
Closing Considerations continued...

- To find a complete list of Building names, abbreviations and locations: visit www.cfo.pitt.edu, click Capital Asset Management, then click Building List.

- Employee Records do not populate information in the following fields:
  - Gender
  - Ethnic Origin
  - Veteran Status
  - Year of Birth

- It is important to follow the proper steps in the Payroll process to:
  - help ensure a timely and accurate payroll
  - be in compliance if audited

- Internal controls must be adhered to by the Payroll Department and by departments performing payroll functions to ensure University compliance with federal, state and local regulations.
We are here to assist you in any way we can. As part of our ongoing objective to achieve excellent customer service, all departments and locations within the University community have been assigned a dedicated Payroll Representative to assist Administrators with payroll inquiries. Please see the chart below for your representative’s name and contact information.

Employees with questions should submit an inquiry on our website: [www.payroll.pitt.edu](http://www.payroll.pitt.edu)

<table>
<thead>
<tr>
<th>Payroll Representative</th>
<th>Contact Information</th>
<th>Departments and Locations Managed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elisha Singer</td>
<td><a href="mailto:esinger@cfopitt.edu">esinger@cfopitt.edu</a></td>
<td>Athletics, CSSD, Dental Med, DLAR, Education, Engineering, General Counsel, Health Sciences, Honors College, Human Resources, KGSB, Nursing, Medicine, MHSF, Office of the CFO, Office of the Chancellor, Pharmacy, Provost, Secretary - Board of Trustees, SHRS</td>
</tr>
<tr>
<td>Ryan Whitesitt</td>
<td><a href="mailto:rwhitesitt@cfopitt.edu">rwhitesitt@cfopitt.edu</a></td>
<td>Arts &amp; Sciences, GSPH, GSPIA, Information Sciences, Institutional Advancement, Law, LRDC, Social Work, Student Affairs, UCIS, UCSUR, UPCI</td>
</tr>
<tr>
<td>Steve Holt</td>
<td><a href="mailto:sholt@cfopitt.edu">sholt@cfopitt.edu</a></td>
<td>All-Temps, Business Operations, Facilities Mgmt., Financial Aid, FWS, Library Systems, Regional Campuses</td>
</tr>
<tr>
<td>Garret Jones</td>
<td><a href="mailto:gjonest@cfopitt.edu">gjonest@cfopitt.edu</a></td>
<td>Foreign Nationals</td>
</tr>
</tbody>
</table>

Revised 12/02/2016

- New administrators should receive a Welcome Email, Employee Record Delivery Update Form, and a PRISM Payroll Access Form from your Representative
- Employees with questions should submit an inquiry on our website at [www.payroll.pitt.edu](http://www.payroll.pitt.edu)
NON-IMMIGRANTS
Nonimmigrant Payroll Processing

Payroll Website as a Resource

Administrator Resources - Procedure Manual – Chapter 10
- Appointment Procedure for Nonimmigrants Working Inside the US

Foreign National Taxation
- Tax Treaty Benefits
- Taxes by Tax Residency
- FICA Exemption
- FAQs

Inquiries
- Foreign National Faculty, Staff, Student

*Payroll is not able to complete tax forms or provide tax advice.*
Social Security Numbers

- Required for tax withholding and reporting purposes
- 10-day application waiting period
- Application Receipt for initial payroll processing

More information is available on the Social Security Administration’s website.

Tax Treaty Benefits

Reduce or eliminate federal tax obligation for a
• Benefit period and/or
• Annual dollar limit

Application Process -
http://payroll.pitt.edu/employees-working-in-the-us/

IRS Treaty Information – Publication 901
https://www.irs.gov/uac/About-Publication-901
Tax Analysis

Foreign National Information Form

- Current classification
- Visit purpose
- Intended length of stay
- Prior visits to the U.S. in certain classifications
- Supporting documentation

Visa Extensions

• Communicate to Payroll within 30 days of expiration.

• Payroll FNIF Supplement for Visa Status Updates

• Copy of supporting documentation (I-20, DS-2019, I-797A)

• Reverify Electronic I-9 at a Campus I-9 Service Center