ONLINE PAYROLL REGISTER REVIEW PROCEDURE

I.   Purpose and Scope:

Payroll register reports, generated with each payroll run, must be reviewed by the authorized University Department Administrator to ensure the accuracy of payroll payments made to employees. This procedure provides guidance on the steps involved in performing this review, and actions that may be required in the case of errors.

II.   Responsibility for implementing procedure:

Department Payroll Administrators with Payroll Register Access Responsibility have the responsibility for reviewing the Payroll Registers and notifying the Payroll Department in a timely manner of any errors found. For access please visit OHR Pitt Worx access page.

III.   Procedure:
   A.   Payroll register reports for Biweekly, Monthly (Pitt and MHSF), UPP2 and QuickPay (Off Cycle) payrolls are each processed separately, are available to view as indicated on the Payroll Functional Calendar. Please click here for instructions on how to run the payroll register report.

   B.   Departments are responsible for running the report in Pitt Worx, reviewing the payroll register and submitting an inquiry to OHR Shared Services with any issues, overpayment, deletes, or retries. These requests are due by the established deadlines indicated on the functional calendar.

   C.   The following information must be _verified_ as accurate during the register preview:
   1. For new employees:
           a. The payroll register lists the proper employees.
           b. The employee's salary and/or hours at hourly rate are accurate.

   2. For existing employees:
           a. The payroll register lists the proper employees.
           b. Employees receiving a reduction or discontinuance in pay are not overpaid.
           c. Each employee that should have received a payment received it.
           d. Salary or Rate Pay changes made since the last pay are accurate.
           e. Hours paid are correct.
            f. Additional earnings reported as ICP (Individual Compensation Plan) are paid accurately.

   3. For terminating employees.
           a. Terminated employees were not paid if no pay was due or were not overpaid if a partial month salary was due.
           b. Any remaining pay due to terminating employees is included and accurate, i.e. termination vacation and/or sick payout.

   4. Overall summary:
           a. The Payroll Register Total Page contains totals that appear reasonable when

compared to prior month's payroll considering additions, reductions, and changes.

D. When an error is discovered, department administrators should submit an online inquiry through OHR Shared Services choose Payroll, and provide details of the issue. These requests are due by the established deadlines indicated on the functional calendar.

1. You may review the Pitt Worx late action chart for helpful information. After review, choose and submit the applicable salesforce inquiry.
   a. For overpayments, it is imperative that the department administrator notify the employee not to remove any portion of the full initial deposit before a correction can be made.
      i. Payroll can delete the deposit before it is posted to an employee's account up to two business days prior to payday for monthly, or by 10am the business day prior to a biweekly payday.
      ii. If the notification is made after these deadlines, while a timely correction cannot be guaranteed, Payroll may still be able to reverse the deposit during the period beginning the day before payday and ending five business days after payday.
   b. A direct deposit adjustment can only be processed for the entire amount of the initial deposit. If the full amount is not available for reversal, the deposit will be considered an overpayment subject to collection procedures.

E. Once the register has been reviewed it must be authorized by printing out the Total Page for each CDC and then entering the following information in the upper right-hand corner:
1. Signature of reviewer (Register Reviewed By)
2. Date of review
3. Indicate "Errors Resolved" or "No Errors" as applicable

IV. Documentation:
Payroll Register

V. Records:
The authorized Total Page of the Payroll Register must be retained in the department for a period of 3 years and made available if requested for compliance audits during this timeframe.

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