



PAYROLL TRAINING

February 8, 2019

THE PAYROLL DEPARTMENT

Who We Are and What We Do



Our Mission

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.

Areas within Payroll

Operations

- Customer Service
 - *Our help desk assists with general employee inquiries*
 - *Payroll Representative dedicated to assisting department administrators*
- Processing Off-Cycle payments
- Calculating pay adjustments
- Employee Record distribution
- Establish register report and account access
- Employment Verifications

Tax

- Run audit reports and check error reports
- Files quarterly tax forms
- Make tax deposits for withheld taxes
- Foreign National tax analysis and issuing tax treaties

Accounting

- Account reconciliations
- Create and import costing for all payroll payments
- Make vendor payments for benefit deductions

All areas within Payroll work to ensure compliance with Federal, State, and Local laws and regulations when paying employees

Steve Holt, FPC

sholt@cfo.pitt.edu

412-624-8077

Departments

- Business Operations
- Facilities Mgmt
- Human Resources
- Institutional Advancement
- KGSB
- Libraries
- Pharmacy
- Regional Campuses
- SCI
- Secretary-Board of Trustees
- SHRS
- Social Work
- Student Affairs
- UCIS
- UCSUR



Steve graduated from the University of Pittsburgh with a degree in Communication. He earned his Fundamental Payroll Certification (FPC) in 2017 and has five years of payroll experience, all with Pitt.

Lori Winkler

lrace@pitt.edu

412-624-8093

Departments

Athletics

Arts and Sciences

CFO

Chancellor

Dental Medicine

Engineering

General Counsel

Health Sciences

Medicine

MHSF

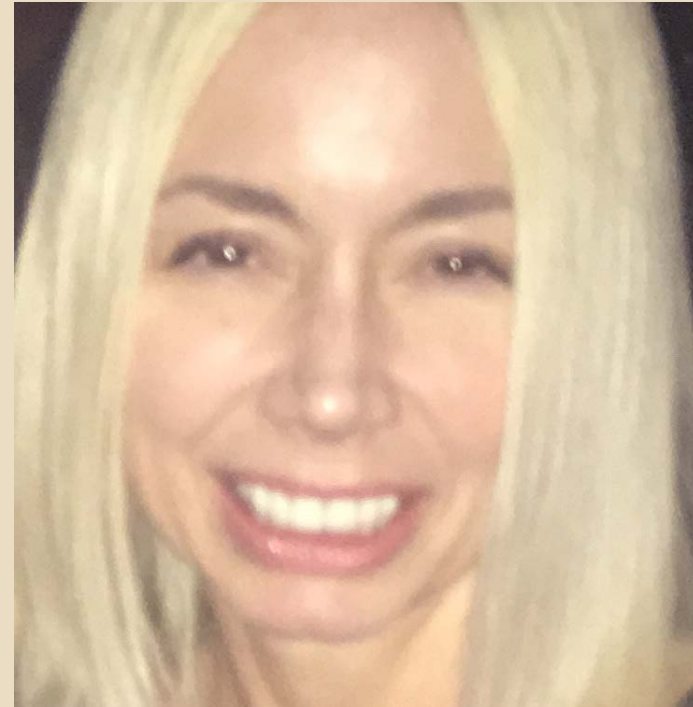
Nursing

Research Conduct & Compliance

SOMD Administration

SVC & Provost

UPCI



Lori is a Pittsburgh native and a graduate of Point Park University with degrees in Legal Studies and Accounting. While new to the University, she has over 10 years payroll experience and has spent most of her career working in the field of Accounting and Controlling in the private sector.

Terri Jarzynka

tjarzynka@cfo.pitt.edu

412-624-8084

Departments

CSSD

DLAR

Education

GSPH

GSPIA

Honors College

Law

LRDC



Terri has over 28 years of experience in the Payroll Department. She was hired as a Payroll Secretary and has filled many positions since she began her career with the University. She thrives on offering outstanding customer service.

Tammy Murray, CPP
Payroll Operations Manager
tmurray@cfo.payroll.pitt.edu
412-624-4183

Tammy graduated with a BS in Business Administration and minor in HR Management from Robert Morris University. She has over 33 years of payroll experience, 13 years working in the healthcare field, 7 working in banking, and the 13 working with Pitt.



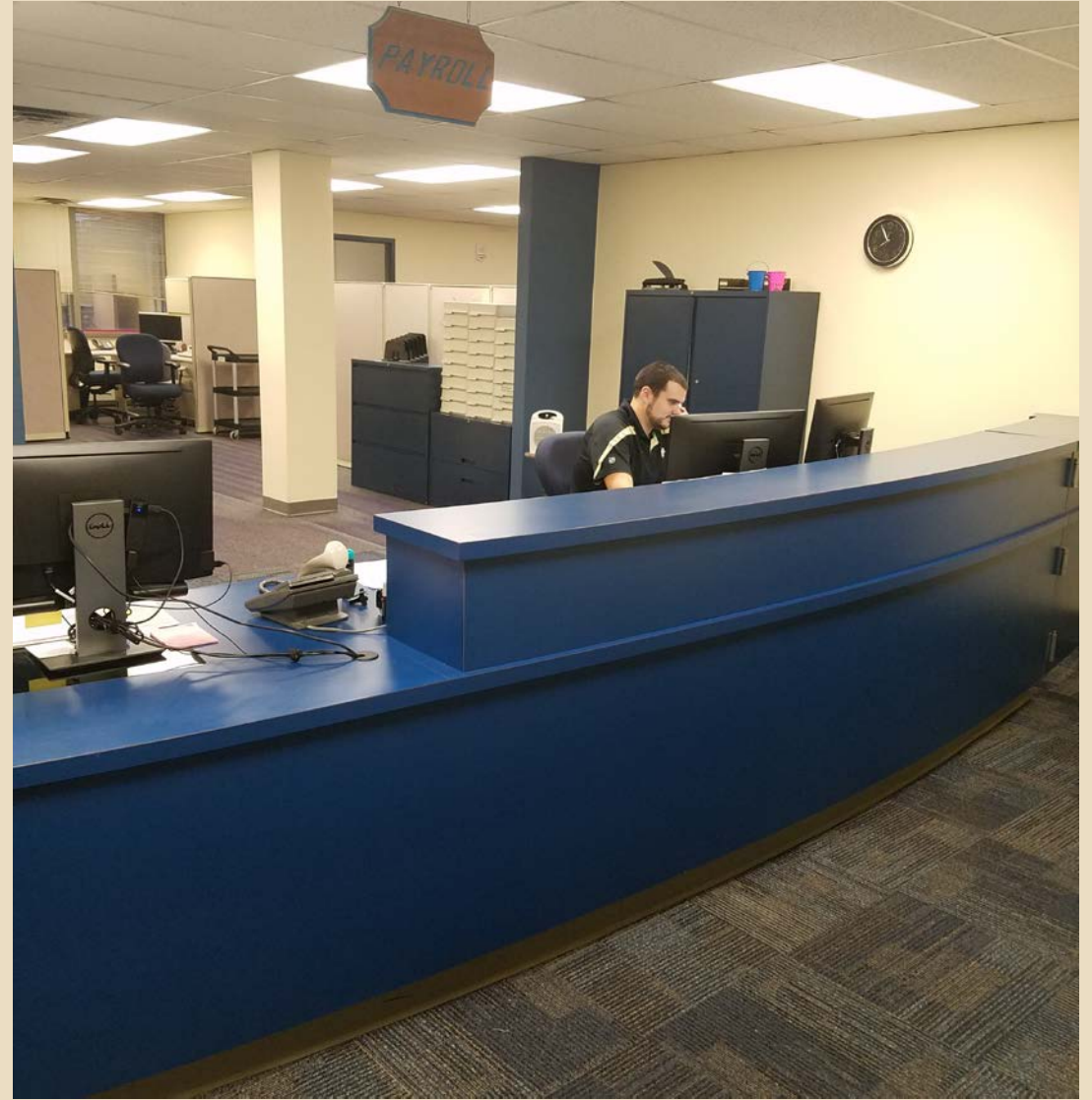
Payroll Help Desk

Submit an inquiry at:

www.payroll.pitt.edu

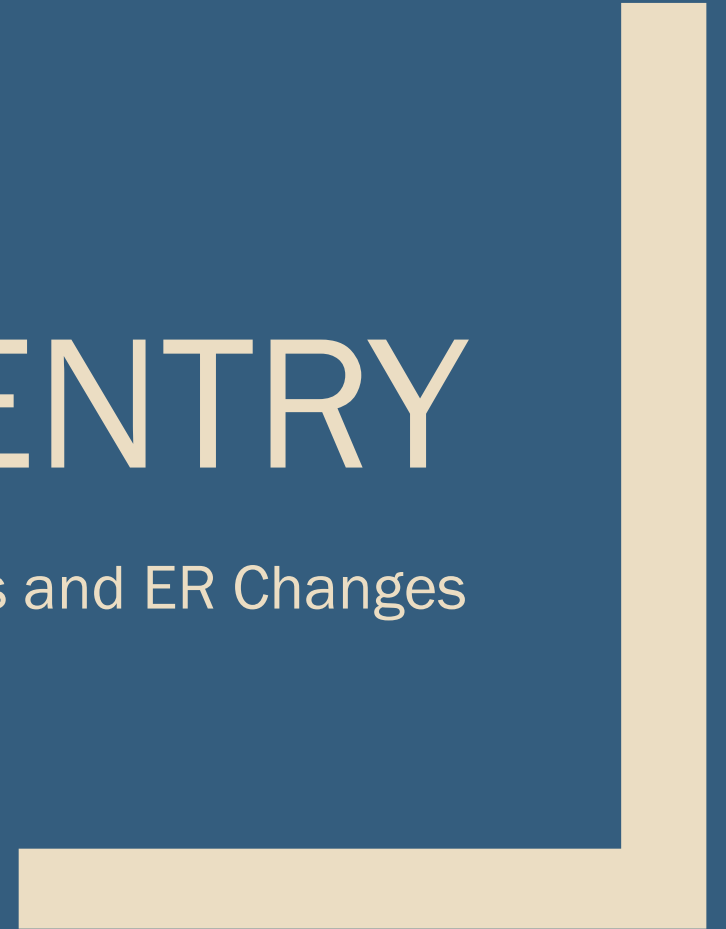
412-624-8070

- Our Help Desk is able to assist employees with general questions regarding:
 - *Taxation*
 - *Updating Direct Deposit, W-4, or RCF through Self Service*
 - *Accessing and reviewing pay statements*
 - *W-2 questions, including processing duplicate requests*
 - *Employment verification*
 - *Foreign National inquiries*
 - *Walk-in questions*



DATA ENTRY

New Appointments/Hires and ER Changes



Data Entry Areas

Human Resources

hradsup@pitt.edu

412-624-7000

100 Craig Hall

- All Staff, All-Temps, and Students

Faculty Records

facrec@pitt.edu

412-624-4232

G-39 Cathedral of Learning

- All Faculty, Academics, and Post-Doctoral Scholars

Payroll

sholt@cfo.pitt.edu

412-624-8077

200 Craig Hall

- Trainees and Pre-Doctoral Fellows

NEW APPOINTMENTS AND EMPLOYEE RECORDS

Faculty, Academics, Post Doctoral Scholars



Faculty and Academic Appointments and ER Changes

Department

Prepares appointment form for new appointments

Either collects new hire payroll paperwork (W-4, Direct Deposit, RCF) or indicates that onboarding will be done through Equifax Compliance Center

Submits appointment form or ER change through signature hierarchy

Faculty Records

Review appointment forms and ER for signatures and correctness

Ensure all required documentation is submitted along with Appointment form or ER

Send onboarding emails to new hires using compliance center

Payroll

Calculate and enter pay adjustment if needed

Process W-4, Direct Deposit, and RCF for new hires not using onboarding Issue off-cycle payment if paperwork is submitted after payroll has run

Distribute turn-around ER

Pay Year Types

Pay Year Types

- 04/04
- 08/08
- 09/09
- 10/10
- 12/12

Annualized Pay Year Types

- 08/12
- 09/12
- 10/12

- For 08/12, 09/12, 10/12 pay year types, the salary deferral cannot exceed \$18,500 per Internal Revenue Section 409A

Faculty Contract Details-Less than Annual Pay Year Types

PAY YEAR TYPE	FACULTY CONTRACT DATES ON LINE 12 MUST END
4/4	April August December
8/8	April
9/9	May
10/10	June

- 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 the salary will not pay (ie: April 30)

Faculty Contract Dates-Annual Pay Year Types

PAY TYPE	FACULTY CONTRACT DATES ON ER LINE 12 MUST END
8/12	September - <u>April 30</u>
9/12	September - <u>May 31</u>
10/12	September - <u>June 30</u>
12/12	Any dates

- 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-18 to 30-APR-19. If you wish to renew the employee's contract beginning September 2019, you must submit an ER containing new contract dates and salary information

NEW HIRES AND EMPLOYEE RECORDS

Staff, Students, All Temps



Staff, All Temp, and Student Hiring and ER Changes

Department

Posts job to PittSource and reviews candidates
Potential new hire goes through departmental approval process

Human Resources

Assists with PittSource and recruiting process
Reviews ERs, Supplemental payments (OSPPs), PHPCRs for Staff
Send onboarding emails to all Staff, All Temps, and Students

Payroll

Calculate and enter pay adjustment if needed
Distribute turn-around ER

HR Employee Record Processing

- Standard operating procedures for submitting Employee Records processed by HR (Staff, All Temps, and Students) can be found at <https://pitt.sharepoint.com/sites/human-resources/employee-record/SitePages/Employee%20Record%20Processing%20for%20Departments.aspx>
X
- This resource provides information on completing Employee Records correctly and where to send them for processing

PRISM TRKS: 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
- 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
- Deadlines for reporting hours are published on the Payroll department website at: <http://payroll.pitt.edu/calendar/>
- Salary, Compensatory and Overtime schedules can be found at <http://www.payroll.pitt.edu> by selecting the Staff role and then My Pay
- For PRISM TRKS questions you can contact HRCustomerSupport@pitt.edu or call the hotline at 412-383-8463

What Hours are included in my Monthly pay?

Salary, Compensatory and Overtime Payout Timelines for Monthly Non-Exempt Staff - 2019

Pay Date	What is Included in My Pay?		
	Hours Worked	Compensatory Hours*	Overtime Hours**
1/31	1/1 - 1/31	12/1 - 12/31 if not taken by 01/19	12/9-1/19
2/28	2/1 - 2/28	1/1 - 1/31 if not taken by 2/16	1/20-2/16
3/29	3/1 - 3/31	2/1 - 2/28 if not taken by 3/16	2/17-3/16
4/30	4/1 - 4/30	3/1 - 3/31 if not taken by 4/20	3/17-4/20
5/31	5/1 - 5/31	4/1 - 4/30 if not taken by 5/18	4/21-5/18
6/28	6/1 - 6/30	5/1 - 5/31 if not taken by 6/15	5/19-6/15
7/31	7/1 - 7/31	6/1 - 6/30 if not taken by 7/20	6/16-7/20
8/30	8/1 - 8/31	7/1 - 7/31 if not taken by 8/17	7/21-8/17
9/30	9/1 - 9/30	8/1 - 8/31 if not taken by 9/14	8/18-9/21
10/31	10/1 - 10/31	9/1 - 9/30 if not taken by 10/19	9/15-10/19
11/27	11/1 - 11/30	10/1 - 10/31 if not taken by 11/16	10/20-11/16
12/31	12/1 - 12/31	11/1 - 11/30 if not taken by 12/7	11/17-12/7

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 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?

Salary, Compensatory and Overtime Payout Timelines for Biweekly Non-Exempt Staff - 2019

Pay Date	What is Included in My Pay?					
	Regular & Overtime Hours		Compensatory Hours*			
	Pay Period Start Date	Pay Period End Date	Pay Period Start Date	Pay Period End Date	If Not Taken By	
1/4/19	12/16/18	12/29/18	12/2/18	12/15/18	12/29/18	
1/18/19	12/30/18	1/12/19	12/16/18	12/29/18	1/12/19	
2/1/19	1/13/19	1/26/19	12/30/18	1/12/19	1/26/19	
2/15/19	1/27/19	2/9/19	1/13/19	1/26/19	2/9/19	
3/1/19	2/10/19	2/23/19	1/27/19	2/9/19	2/23/19	
3/14/19	2/24/19	3/9/19	2/10/19	2/23/19	3/9/19	
3/29/19	3/10/19	3/23/19	2/24/19	3/9/19	3/23/19	
4/12/19	3/24/19	4/6/19	3/10/19	3/23/19	4/6/19	
4/26/19	4/7/19	4/20/19	3/24/19	4/6/19	4/20/19	
5/10/19	4/21/19	5/4/19	4/7/19	4/20/19	5/4/19	
5/24/19	5/5/19	5/18/19	4/21/19	5/4/19	5/18/19	
6/7/19	5/19/19	6/1/19	5/5/19	5/18/19	6/1/19	
6/21/19	6/2/19	6/15/19	5/19/19	6/1/19	6/15/19	
7/5/19	6/16/19	6/29/19	6/2/19	6/15/19	6/29/19	
7/19/19	6/30/19	7/13/19	6/16/19	6/29/19	7/13/19	
8/2/19	7/14/19	7/27/19	6/30/19	7/13/19	7/27/19	
8/16/19	7/28/19	8/10/19	7/14/19	7/27/19	8/10/19	
8/30/19	8/11/19	8/24/19	7/28/19	8/10/19	8/24/19	
9/13/19	8/25/19	9/7/19	8/11/19	8/24/19	9/7/19	
9/27/19	9/8/19	9/21/19	8/25/19	9/7/19	9/21/19	
10/11/19	9/22/19	10/5/19	9/8/19	9/21/19	10/5/19	
10/25/19	10/6/19	10/19/19	9/22/19	10/5/19	10/19/19	
11/8/19	10/20/19	11/2/19	10/6/19	10/19/19	11/2/19	
11/22/19	11/3/19	11/16/19	10/20/19	11/2/19	11/16/19	
12/6/19	11/17/19	11/30/19	11/3/19	11/16/19	11/30/19	
12/20/19	12/1/19	12/14/19	11/17/19	11/30/19	12/14/19	

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

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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.

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)

PRISM TRKS Department Administrator Role (STAFF 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:

<http://payroll.pitt.edu/wp-content/uploads/PTETEAMDeptAdministratorResponsibility.pdf>

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/>
 - For Quick Access instructions, please visit: <http://payroll.pitt.edu/wp-content/uploads/PTEHourlyTimeEntry2.pdf>

REVIEWING TURNAROUND EMPLOYEE RECORDS



Reviewing ERs

- It is essential to review your turnaround ERs for new appointments and changes. This critical step ensures that the correct information has been keyed before the payroll is processed
- Review of the turnaround ERs is an internal audit requirement
- 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/>. This site can also be used to verify the employee's 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/> 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/>
- 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.

Generated ER Requests

Requests for generated ERs may be made for the following two reasons:

1. The prior department has been contacted and no longer has the last ER.
2. An immediate change is needed and the current ER cannot be accessed timely.




To request a Generated ER:

- Go to <http://payroll.pitt.edu/contact/>
- Select Department Administrator, Business Manager, Supervisor
- Generated Employee Record Request will appear in the drop-down list


PAYROLL DATES, DEADLINES, AND REGISTER REVIEW



January 2019

	Monday	Tuesday	Wednesday	Thursday	Friday	
		1 <u>University Holiday</u>	2 BIWEEKLY DAY 2	3 Biweekly register reports available online/review your registers. Contact your Representative by 11am	4 BIWEEKLY PAYDAY	5
6	7 10:00: Review Online Student Timecard Status Report 12:00 PRISM TRKS timecard approval deadline	8 PTE Student Batches available for review until Noon	9	10 	11 Biweekly time entry can begin	12
13	14 10:00: Review Online Student Timecard Status Report 12:00 PRISM TRKS timecard approval deadline 5:00 PTE Users: batches must be entered and marked complete for BW employees Compliance Center deadline for Biweekly Payroll	15 BIWEEKLY DAY 1 PTE Student Batches available for review until Noon	16 BIWEEKLY DAY 2	17 Biweekly register reports available online/review your registers. Contact your Representative by 11am Compliance Center deadline for UPP2 payroll Biweekly time entry can begin	18 BIWEEKLY PAYDAY UPP2 DAY 1 10:00: Review Online Student Timecard Status Report 12:00 PRISM TRKS timecard approval deadline for week of 01/13-01/19	19
20	21 <u>University Holiday</u>	22 UPP2 DAY 2 PTE Student Batches available for review until Noon	23 UPP2 payroll register report available online Compliance Center deadline for Monthly payroll	24 MONTHLY DAY 1	25 MONTHLY DAY 2 Biweekly time entry can begin	26
27	28 10:00: Review Online Student Timecard Status Report 12:00 PRISM TRKS timecard approval deadline 5:00 PTE Users: batches must be entered and marked complete for BW employees Compliance Center deadline for Biweekly Payroll Monthly online payroll register available	29 BIWEEKLY DAY 1 PTE Student Batches available for review until Noon Departments review Monthly payroll registers. Please contact your representative by 2pm	30 BIWEEKLY DAY 2	31 MONTHLY PAYDAY Biweekly register reports available online/review your registers. Contact your Representative by 11am	Day 1: Deadlines for all benefit and employment information processing is 3:30pm Day 2: Deadline for retry requests is 1:00pm	

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Processing Deadlines

Data Entry Processing

- Day 1: Data entry by processing areas (HR, FR, Payroll) must be completed by 3:30
- Day 2: Processing areas have until 1:30 to request retries or deletes

Banking deadlines

- 2:00pm deadline two business days to prior to payday to delete a direct deposit
- A reversal can be called in the day before payday until 2:00pm 5 business days after payday

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. The register report is also available for off-cycle payments that are processed.

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”.

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/>

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

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
 - Access to view Quick Pay Register Reports for off-cycle payments
- 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 Review and Approval

Internal Audit Requirement

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 payments:
 - ❖ 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 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.

Off-cycle Payment Process

In the event an off-cycle payment is needed



- Please prepare a Service Request Form for all off-cycle payments.
- 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 off-cycle payment. This fee is due to the additional work and processing costs associated with off-cycle payments.
- An account number is always required. The sub code is always 8010.
- The Service Request Form can be found on the Payroll website under Department Administrator role at <http://payroll.pitt.edu/forms/> under the section **For Department Administrators and Managers**
- Off-cycle payments are distributed by direct deposit. Employees will receive an automated confirmation email once the payment has been processed. In the rare instance that an individual does not have an active direct deposit account, a physical check may be generated.

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.

FOREIGN NATIONALS



Foreign National (Non-immigrant) Payroll Processing

Payroll Website as a Resource – by Role

Administrator Resources - Procedure Manual

- Appointment Procedure for Nonimmigrants Working Inside the US

Global Payroll

- Tax Treaty Benefits
- Taxes by Job
- 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
- Recommended 10-day application waiting period
- Application Receipt for initial payroll processing
- Once Social Security Card is received it can be submitted to Payroll through our secure FTP site:
<https://apps.fis.pitt.edu/payroll/>

More information is available on the Social Security Administration's website:

<https://www.ssa.gov/pubs/EN-05-10096.pdf>

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

NOTE: If the employee has not checked in with OIS as a new hire or when work authorization is updated, Payroll may need to reach out to departments for more information.

Visa Extensions

Reverify Electronic I-9 at :

Office of International Services

708 William Pitt Union

M-F, 8:30am-5:00pm

Phone: 412.624.7120

ADDITIONAL RESOURCES AND CLOSING CONSIDERATIONS



Payroll Website – www.payroll.pitt.edu



University of Pittsburgh

Pitt Home | CFO

Payroll Department

[Home](#) [Employee Self Service](#) [Employment Verification](#) [Calendar](#) [Forms](#) [News](#) [Contact](#)

Select Your Role ▾



[New Administrator](#)

[Procedure Manual](#)

[Calendars & Resources](#)

[Global Payroll](#)

[Administrator Contact Lists](#)

Faculty

Staff

Student Employee

Graduate Students with
Academic Appointments

Postdoctoral Associate &
Research Associate Employee

Postdoctoral Scholar

Predocorial Fellow & Training
Grant Recipient

Department Administrator

Department Administrator

Department Administrator

This section is for new and current Department Administrators of the University of Pittsburgh. Information pertaining 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.

Payroll Department Secure Document Submission

- Employees may send confidential information through our secure FTP site at <https://apps.fis.pitt.edu/payroll/>
- This can be used to submit confidential information, such as Social Security Cards
 - *Employee name changes can be submitted by sending a copy of the Social Security card through this site*
 - *Corrections to Social Security Numbers can be submitted through this site*

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.

Closing Considerations

- Direct Deposit is now required for all new hires.
- Active employees can update their address (RCF), Form W-4, and Direct Deposit 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://prism.pitt.edu/hr-glossary/> 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.

Current Projects

■ Pitt Worx

- *New HR/payroll system schedule for implementation in 2020*
- *HR, Payroll, FIS, along with consultants from Deloitte are involved with project*
- *Payroll has 4 dedicated team members involved with the project*
- *More information about Pitt Worx can be found at www.pittworx.pitt.edu*

Payroll Representative Contact List

Payroll Representative List

As part of our ongoing objective to achieve excellent customer service, we have assigned dedicated Payroll Representatives to assist Department Administrators with complex or urgent Payroll Inquiries. Please see the Representative listed for your department below.

Representative

Lori Race

lrace@cfo.pitt.edu

412-624-8093

Representative

Steve Holt

sholt@cfo.pitt.edu

412-624-8077

Representative

Terri Jarzynka

tjarzynka@cfo.pitt.edu

412-624-8084

Interim Representative

Steve Riggs

sriggs@cfo.pitt.edu

412-624-0919

Departments

Athletics

Arts and Sciences

CFO

Chancellor

Dental Medicine

Engineering

General Counsel

Health Sciences

Medicine

MHSF

Nursing

Research Conduct & Compliance

SOMD Administration

SVC & Provost

UPCI

Departments

Business Operations

Facilities Mgmt

Human Resources

Institutional Advancement

KGSB

Libraries

Pharmacy

Regional Campuses

SCI

Secretary-Board of Trustees

SHRS

Social Work

Student Affairs

UCIS

UCSUR

Departments

CSSD

DLAR

Education

GSPH

GSPIA

Honors College

Law

LRDC

Foreign Nationals

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.

- 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