



**Department Administrator
with Payroll Responsibilities
Training**

Hosted by the Payroll Department

Agenda

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New Appointments

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- Faculty Contract Details

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- Administrative Resources link
- Functional Monthly Overview
- Level Reports Resources

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Payroll Representative contact list

MISSION STATEMENT

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

FACULTY RECORDS G-39 Cathedral of Learning

Reviews for Entry: Faculty, Academic, Researcher & Postdoctoral Scholars
Enters: Faculty, Academic, Researcher & Postdoctoral Scholars into ORACLE.

Contact: Faculty Records 4-4232 FacRec@pitt.edu

HUMAN RESOURCES 100 Craig Hall

Reviews for Entry: Staff/All-Temp, Student Worker & Federal Work Study Students
Imported from PittSource: Staff/All-Temp, Student Worker & Federal Work Study Students

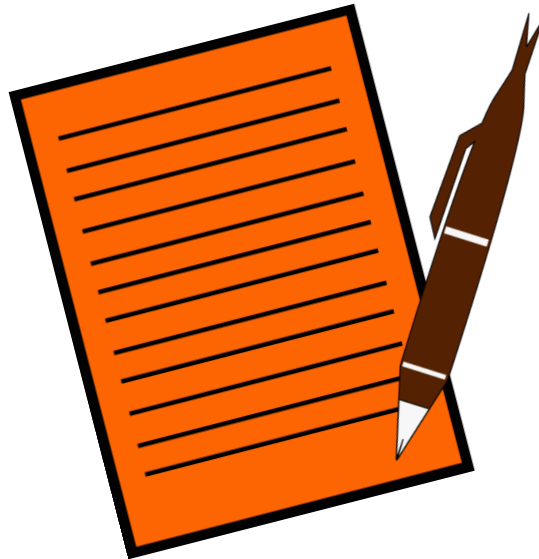
Contact: Human Resources (Staff/All-Temps) 4-7000 hrradsup@pitt.edu
Bill Charleroy (FWS/Students) 8-7132 stuemp89@pitt.edu

PAYROLL 207P Craig Hall

Reviews for Entry: Certificate Trainee & Certificate Predoctoral Fellows
Enters: Certificate Trainees & Certificate Predoctoral Fellows into ORACLE

Contact: [Payroll Representative](#)

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 some Faculty/Academics is handled through the Compliance Center, otherwise the following are required:
- ✓ 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.

New Hire Paperwork *continued...*

✓ **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)

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

*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.



EMPLOYEE INFORMATION													
01	Employee Name (Last, First, MI, Suffix)				Gender	Social Security Number	Date First Hired	Latest Start Date	Adjusted Service Date	Birth Date			
02	Ethnic Origin			Nationality (Citizenship)	1-9 Status	1-9 Expiration Date	Visa Type	Visa Number	Employee Number				
03	Education Level	Institution	CIP/Expertise	Veteran Status		On Military Service	UNION INFORMATION Bargaining Unit		Union Member	Date Entered Union			
04	Street					City			State	Zip Code			
05	Home Telephone (Area Code)	Directory Area	University Telephone (Area Code)	Organization (Department Name)				Pay Year Type	Complan	Internal Attribution	OLSA Status		
06	Job (Type, Family, Classification)					Position (Department Code, Working TIBA, Unique ID)							
07	Assignment Effective Date	Provisional Period End Date	Grade (Defaulted by System)	Payroll	Location (Building Abbreviation, Room Number)		Assignment Category		% of Effort	CDC Code	Shift/Work		
08	Assignment Status			Leave Type	Total Leave Period First Day Last Day		Paid Leave Period First Day Last Day		Unpaid Leave Period First Day Last Day				
09	Additional Job (Type, Family, Classification)				Additional Organization (Department Name)				Start Date	End Date			
10	Salary Effective Date	Salary/Hourly Rate	Annual Salary	Reason	Earning Element Name		Amount	Start Date	End Date				
11	Earning Element Name		Amount	Start Date	End Date	Earning Element Name		Amount	Start Date	End Date			
FACULTY DATA													
12	Faculty Contract Begin Date	Faculty Contract End Date	Faculty Contract Salary	Tenure Status	Date Entered Stream	Tenure Stream Transfer	Date Left Tenure Stream	Date Returned to Tenure Stream	Date Awarded Tenure	Single Article Faculty	ISS Approval	English Language Proficiency	Faculty Services
13	Primary Termination Reason			Secondary Termination Reason			Last Day Worked	Recommended for Rehire (Short Term)	Accrued Vacation Hours	Accrued Sick Days (if Available)			

DEPARTMENT CHAIR OR SUPERVISOR _____ DATE _____

DEPARTMENT CHAIR OR SUPERVISOR _____ DATE _____

ADMINISTRATIVE APPROVAL _____ DATE _____

ADMINISTRATIVE APPROVAL _____ DATE _____

ADMINISTRATIVE APPROVAL _____ DATE _____

PREPARER (PLEASE PRINT) _____ EXT. _____ DATE _____

REMARKS

INFORMATION ENTERED INTO ORACLE

Initials _____ Date _____

Department _____

Pay Adjustment Required

PAYROLL ONLY

Initials _____ Date _____

Pay Adjustment Complete

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>
- This resource provides information on completing Employee Records correctly and where to send them for processing

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.

Department Administrator, Business Manager, Supervisor

- Accounting/Reporting Inquiries
 - [Labor Distribution](#)
 - [Level Reports](#)
 - [Miscellaneous Reports](#)
 - [Reimbursable Invoices](#)
- [Address Change](#)
- Appointment Form/Employee Record
 - [Inquiry](#)
 - [Generated Employee Record Request](#)
- [Direct Deposit](#)
- [Employee Over Payment](#)

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

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 \$18,500/year per Internal Revenue Section 409A Code

PAY YEAR TYPES AND FACULTY CONTRACT DETAILS

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 salary will not pay (ie: April 30).

ANNUAL PAY YEAR TYPES

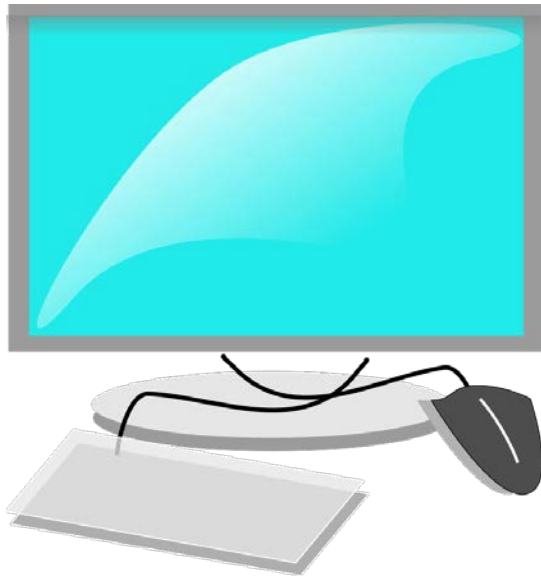
PAY TYPE	FACULTY CONTRACT DATES ON ER LINE 12 MUST END
8/12	September – April 30
9/12	September – May 31
10/12	September – June 30
12/12	Any dates

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.

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/>

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 than 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/>
- Information and procedures on responsibilities for the student biweekly payroll can be found on the PRISM website at <http://payroll.pitt.edu/calendars-resources/>

For Salary, Compensatory and Overtime Payout Timelines

Please visit <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?

Salary, Compensatory and Overtime Payout Timelines for Monthly Non-Exempt Staff - 2018

What is Included in My Pay?			
Pay Date	Hours Worked	Compensatory Hours*	Overtime Hours**
1/31	1/1 - 1/31	12/1 - 12/31 if not taken by 01/20	12/10-1/20
2/28	2/1 - 2/28	1/1 - 1/31 if not taken by 2/17	1/21-2/17
3/30	3/1 - 3/31	2/1 - 2/28 if not taken by 3/17	2/18-3/17
4/30	4/1 - 4/30	3/1 - 3/31 if not taken by 4/14	3/18-4/21
5/31	5/1 - 5/31	4/1 - 4/30 if not taken by 5/19	4/22-5/19
6/29	6/1 - 6/30	5/1 - 5/31 if not taken by 6/16	5/20-6/16
7/31	7/1 - 7/31	6/1 - 6/30 if not taken by 7/21	6/17-7/21
8/31	8/1 - 8/31	7/1 - 7/31 if not taken by 8/18	7/22-8/18
9/28	9/1 - 9/30	8/1 - 8/31 if not taken by 9/15	8/19-9/15
10/31	10/1 - 10/31	9/1 - 9/30 if not taken by 10/20	9/16-10/20
11/30	11/1 - 11/30	10/1 - 10/31 if not taken by 11/17	10/21-11/17
12/31	12/1 - 12/31	11/1 - 11/30 if not taken by 12/8	11/18-12/8

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 - 2018

What is Included in My Pay?						
Pay Date	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	
1/5/18	12/17/17	12/30/17	12/3/17	12/16/17	12/30/17	
1/19/18	12/31/17	1/13/18	12/17/17	12/30/17	1/13/18	
2/2/18	1/14/18	1/27/18	12/31/17	1/13/18	1/27/18	
2/16/18	1/28/18	2/10/18	1/14/18	1/27/18	2/10/18	
3/2/18	2/11/18	2/24/18	1/28/18	2/10/18	2/24/18	
3/16/18	2/25/18	3/10/18	2/11/18	2/24/18	3/10/18	
3/30/18	3/11/18	3/24/18	2/25/18	3/10/18	3/24/18	
4/13/18	3/25/18	4/7/18	3/11/18	3/24/18	4/7/18	
4/27/18	4/8/18	4/21/18	3/25/18	4/7/18	4/21/18	
5/11/18	4/22/18	5/5/18	4/8/18	4/21/18	5/5/18	
5/25/18	5/6/18	5/19/18	4/22/18	5/5/18	5/19/18	
6/8/18	5/20/18	6/2/18	5/6/18	5/19/18	6/2/18	
6/22/18	6/3/18	6/16/18	5/20/18	6/2/18	6/16/18	
7/6/18	6/17/18	6/30/18	6/3/18	6/16/18	6/30/18	
7/20/18	7/1/18	7/14/18	6/17/18	6/30/18	7/14/18	
8/3/18	7/15/18	7/28/18	7/1/18	7/14/18	7/28/18	
8/17/18	7/29/18	8/11/18	7/15/18	7/28/18	8/11/18	
8/31/18	8/12/18	8/25/18	7/29/18	8/11/18	8/25/18	
9/14/18	8/26/18	9/8/18	8/12/18	8/25/18	9/8/18	
9/28/18	9/9/18	9/22/18	8/26/18	9/8/18	9/22/18	
10/12/18	9/23/18	10/6/18	9/9/18	9/22/18	10/6/18	
10/26/18	10/7/18	10/20/18	9/23/18	10/6/18	10/20/18	
11/9/18	10/21/18	11/3/18	10/7/18	10/20/18	11/3/18	
11/21/18	11/4/18	11/17/18	10/21/18	11/3/18	11/17/18	
12/7/18	11/18/18	12/1/18	11/4/18	11/17/18	12/1/18	
12/21/18	12/2/18	12/15/18	11/18/18	12/1/18	12/15/18	

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.

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>

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. 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”.

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

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

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.

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 payment.


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. If the repayment is \$3,000 or less, the employee may be able to deduct it from income in the year in which it was repaid. If the repayment is over \$3,000, the employee may be able to take a credit against the tax in the year in which it was repaid. Please refer to IRS Publication 525 <https://www.irs.gov/pub/irs-pdf/p525.pdf>, Section Repayments, Page 34 for additional information.

As a reminder:

- Off cycle payments are paid via direct deposit



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.

Additional Resources for Department Administrators with Payroll Responsibilities



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

Predocctoral 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.

October 2018

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

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.

NON-IMMIGRANTS

Nonimmigrant 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

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

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
- Transition of Time and Labor from HR to Payroll
 - Transition timeline is still being determined – more information will be coming soon
 - Payroll will be handling all customer service

Payroll Representative Contact List

As part of our ongoing objective to achieve excellent customer service, we have assigned a dedicated payroll representative to assist department administrators with complex or urgent payroll inquiries. Please see your representative listed for your department below.

Employees with questions should submit an inquiry on our website <http://payroll.pitt.edu/contact/> and we will be happy to assist them.

<p style="text-align: center;">Lori Race lrace@cfo.pitt.edu 412-624-8093</p> <p>Athletics Arts & Sciences CFO Chancellor Dental Med Engineering General Counsel Health Sciences Medicine MHSF Nursing Research Conduct & Compliance SOMD Administration SVC & Provost UPCI</p>	<p style="text-align: center;">Steve Holt sholt@cfo.pitt.edu 412-624-8077</p> <p>All-Temps Business Operations Facilities Management Financial Aid FWS Human Resources Institutional Advancement KGSE Libraries Pharmacy Regional Campuses SCI Secretary - Board of Trustees SHRS Social Work Student Affairs UCIS UCSUR</p>	<p style="text-align: center;">Terri Jarzynka tjarzynka@cfo.pitt.edu 412-624-8084</p> <p>CSSD DLAR Education GSPH GSPIA Honors College Law LRDC</p>	<p style="text-align: center;">Michelle Sokolowski msokolowski@cfo.pitt.edu 412-624-0919</p> <p>Foreign Nationals</p> <p style="text-align: right;">Revised 4/16/2018</p>
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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