9.2 Payroll Plan Example

Purpose: Use this document as a reference guide to review an example of a payroll plan.

Audience: Payroll administrators.

Payroll Plan Example

1. The following table is a payroll schedule example for the 10A payroll (example courtesy of Spokane Colleges).

Module	DEADLINE		Payroll Activities for 10/25/2016 Pay Date	Owner	Details/Speci
Absence Mgmt	Fri - Noon	10/ 14/ 2016	SHARED leave request to Gwendy	Lee Ann	
FWL	Fri - Noon	10/ 14/ 2016	Contracts Generated and signed	HR	
FWL	Fri - EOB	10/ 14/ 2016	Negatives - let Martha know - Negatives in FWL are ready to select	HR	
FWL	Fri - EOB	10/ 14/ 2016	Negatives - let HRO know - Negative processing is complete	Martha	
FWL	Fri - EOB	10/ 14/ 2016	OTP Mass Assignment	Pam Knutson	Uncheck All Unsigned Contracts; Melody oversi
FWL	Fri - EOB	10/ 14/	Run HCM Query after FWL PSHUP showing all FWL data loaded to	Pam Knutson	Melody oversight

		2016	payline, verifying the Earn Codes are correct		
FWL	Fri - EOB	10/ 14/ 2016	PSHUP sent to HCM payline staging	Pam Knutson	Melody oversight
FWL - Reporting	Fri - EOB	10/ 14/ 2016	Run HCM Query after FWL PSHUP showing all FWL data loaded to payline, staging	Pam Knutson	Send to Marth Gwendy cc: Samantha Lanham Melody oversight
Workforce	Fri - EOB	10/ 14/ 2016	Complete Entry of Job Data for New Hires/Changes	HR	
Payroll	Fri - EOB	10/ 14/ 2016	HR places ADDT'L pay on payline/ one-time pay data on shared drive	HR	
Payroll	Fri - EOB	10/ 14/ 2016	Enter Hand Drawn Checks & Over-payments	Gwendy	
Workforce	Fri - EOB	10/ 14/ 2016	Run Query QHC_MISSING_STD_HRS_FREQ and correct	Melody	
Workforce	Fri - EOB	10/ 14/ 2016	Run QARS report to verify Combo Codes / Chart strings	Melody	
Time & Labor	Sunday	10/ 16/ 2016	Lock-Out of Timesheets for Employees	N/A	Notifications sent to employees to stop entry at Midnight Sund
Payroll	Mon - 9a	10/ 17/ 2016	Format one-time PSHUP & download	Gwendy	
Reporting	Mon - Noon	10/ 17/ 2016	Queries to Run: -Run QHC_PY_NON_UNION_PAYING_UNION	Gwendy / Martha Bridget/	FWL Query VEBA Query Retirement

			- remove dues, if needed
			   -Run BS_PAYR_ADDRESS - to update mailing addresses in Payroll
			   -Run missing L&I report - BS_L&I
				Samantha	Make sure retirement enrollment for C17 and E17 employees.

Payroll	Mon - 2p	10/17/2016	Create paysheets and run pre-calc audit report	Gwendy	Error Review
Payroll	Mon - 3p	10/17/2016	Load PSHUP files	Gwendy	Check for PSHUP errors
Payroll	Mon - 3:30p	10/17/2016	Run a Preliminary Calc	Gwendy	Check for calc errors
Absence Mgmt	Mon - EOB	10/17/2016	Finalize absence management and push to Time & Labor	Lee Ann	
Time & Labor	Monday	10/17/2016	Timesheet Cutoff for Managers	System Defined	
Time & Labor	Tue - 11:30a	10/18/2016	Entry of Paper Timesheets	Martha	
Time & Labor	Tue - Noon	10/18/2016	Complete time entry (Time Admin)	Martha	
Payroll	Tue - 12:10p	10/18/2016	Load Time & Labor	Gwendy	Check for time load errors
Payroll	Tue - 12:15p	10/18/2016	Run 1st Calc & CTC Custom Jobs	Gwendy	Check for calc errors
Benefits	Tue - 12:45p	10/18/2016	Begin Deduction Entries for Benefits - can be done as soon as paysheets are created	Bridget	

Payroll	Tue - 2p	10/ 18/ 2016	Begin:
			   - Garnishment Verifications (Leanne)
			   - Overpayment Calculations/ Separations (Gwendy)
			   - Verify Pay (All)
			   - Additional Earnings (All)
			   - Review Deductions Not Taken (All)
			   - Review Benefit Deductions Entered &Taken (Bridget)
			   -Adjust LWO/LWC rate of pay/ earnings
				- Payroll Staff (Review)	

Workforce	Wed - 9a	10/ 19/ 2016	Run Query QHC_MISSING_STD_HRS_FREQ and correct	Melody	
Payroll	Wed - 10a		FINAL Preliminary Calc for final review	Gwendy	Rerun CTC Custom jobs, i hours have be added or changed
			*Final Verification of:		
			-Garnishments	Lee Ann	Run query to help verify
			-Deduction Adjustments OK	Bridget/ Martha	
			-Pay	Payroll Staff	
		10/ 19/ 2016	-REG earnings	Samantha/ Gwendy	
Payroll	Wed - 11a	10/ 19/ 2016	4th FINAL Calc before confirm - FINAL Review of any changes from last calc	Gwendy	
Payroll	Wed - Noon	10/ 19/ 2016	Confirm		

2. The process to review the payroll plan example is now complete.

3. End of procedure.