Monthly Payroll Certification

Implementation: February 2012*

Final certification deadline: Monthly College Deadline day

- Improves fiscal accountability by preventing overpayments; supervisors will approve payroll for monthly staff before payroll processing begins;
- Available for all monthly staff; uses Supervisor ID in job data for primary approver (same as eTime/eLeave);
- Accessed through eLeave;
- Supervisors will receive email notification on 2nd business day of each month directing them to payroll certification for current month;
- Second email will be generated the day before the college deadline to supervisors who still have uncertified employees;
- eReport HRB770 will be available to monitor certifications.

*For the first month, supervisors will need to do two certifications: the PAY364 for January 2012 and the new certification process for February 2012. Effective March 2012, supervisors will use the new pay certification process only; PAY364 will be discontinued for payroll certification purposes.