The university will be implementing a new **Monthly Payroll Certification** process which will be in effect **February 2012**.

The new process will allow the university to improve fiscal accountability by preventing overpayments before they occur. As part of our past certification process, supervisors were sent reports to certify their direct reports *after* payroll processed and employees had already been issued paychecks. With the implementation of this new system, supervisors will now certify their direct reports at the beginning of each month, *prior* to payroll processing. The goal is to identify necessary terminations prior to payments ever happening.

The new certification process is online – no more paper! – and will be **accessed through the eLeave system** (https://eleave.osu.edu). Starting in February, supervisors will see a link on the eLeave menu bar for "Monthly Payroll Certification". Once the supervisor clicks on this link and enters the certification system they will see a list of monthly employees they should review and determine if they should certify as active and appropriate to receive a paycheck for that pay period.

If the supervisor has been identified as a backup approver for leave requests they will also see staff other than just their direct reports. In this case, the supervisor should enter his/her Employee ID in the **Supervisor ID** field in order to filter the records of their direct staff.

The list of employees will indicate only the employee's name and type of appointment (faculty/staff/student) for each employment record. The report will no longer list salary information or be broken down by chartfield. Supervisors are expected to certify only that each employee is still active and a paycheck should be generated that month, which can be done by clicking on the Yes/No bubble for the respective employee.

In the event the supervisor indicates that they are <u>not</u> certifying an employee (clicking on the No bubble), the supervisor should also include information in the Comments area so that their department HRP can identify issues that they need to resolve before a paycheck is generated for that individual. Supervisors should also use the Send Notification button to email their HRP in this situation so that issues can be resolved before the deadline. You will find the 'MO Payroll Certification Steps' document attached outlining more detailed information about the steps of this process.

Supervisors will receive system-generated email notifications that the monthly PR certifications are available for their review on the 2nd business day of each month. Supervisors who have pending certifications will receive a reminder email before the monthly processing deadline (mid-month) that action is still needed. Also, if any new appointments occur during that period, the supervisor will receive an email notification before the deadline.

Attached is a list of the monthly deadlines for supervisors to certify their staff. Supervisors are encouraged to keep this list posted as a reminder, or place the dates on their calendars. Note: These dates are also the deadlines for which supervisors should approve pending eLeave requests, though the monthly leave file loads at 10:55 AM that morning. Any leave requests which are not approved prior to the file load will be delayed in processing.

As in the past, HRPs are expected to monitor the activities throughout the process to ensure that certifications are performed on a timely basis. There will be a new report available in eReports to facilitate this – the **HRB770** which will allow HRPs to ensure that all employees are certified and easily

identify any employees for whom a supervisor selects "No" to certify. The report will also show the Comments to assist the HRP in determining the appropriate action needed to resolve the issue. Once the issue has been resolved, the HRP must then click on the appropriate box in the "SC Resolved" column so that the record is closed and does not appear on future reports.

Other items HRPs should keep in mind include:

- The system is driven off of the Supervisor ID field in the Job Data record of the employee, just as eLeave and eTime; therefore, it's important to have this field updated whenever changes occur

- Any Job Data activity that occurs during this period may change the report information – new hires will appear on the report once their appointment is entered into the HR system, while employee terminations will be noted in the appropriate column if they have been entered into the HR system; also, employees transferring from one org to another will appear on both org reports if they are being compensated for any part of that month

- If the supervisor or HRP is aware of an impending employee termination which has not yet been entered into the HR system, then the information should be entered into the Comments section

- You should ensure that appropriate back ups are in place in the event a supervisor is not available to certify their reports before the deadline; backups will be the same in the new system as eLeave and eTime

- If employees are not certified, it will <u>not</u> prevent them from receiving a paycheck

- All monthly paid employees will show up on the roster except for those in a no-sal appointment; therefore, you should ensure that all employees have a Supervisor ID listed in their Job Data records; this is especially important for positions such as GAs who may not have this field completed because they are not eligible to use leave

- Employees in a no-sal appointment who are paid through the Additional Pay panels (i.e., Intermittent appointments) are expected to be certified by the HRP when they are reconciling the Additional Pay Report each month

- The list of supervisor deadlines (attached) is the day *before* the MO College Deadline of each month; this allows HRPs a day to resolve any issues on the college deadline day; the certification system will then close for processing at 7:00 PM on the college deadline day

- Please note during the first month of implementation, you will need to administer PR certifications for the month of January (using the PAY364 reports) as well as PR certifications for the month of February (using the new online system) to ensure that supervisors are certifying both months

- Supervisors should be certifying biweekly employees by reviewing the list of their direct reports for the pay period in the eTime system; this can be done by clicking on the "Biweekly Supervisor Roster" menu option and selecting the pay period; if there are any issues, the supervisor should notify the HRP as soon as possible so that issues can be resolved prior to the issuance of a paycheck

- The new on-line system will allow auditors and central university offices (e.g., Business & Finance, OAA) to review payroll certifications without the need for us to provide them paper copies of documents; while this is beneficial in that HRPs don't have to maintain hard copy files and make multiple copies of documents, it also emphasizes the need to ensure that these

activities are completed in a timely manner throughout your department since the auditors will have security access to these systems

Please be sure to share this notification with all of the supervisors in your department so that they are aware of the process changes and how it will affect their management responsibilities. And please notify our office if you should have any questions or specific concerns about the implementation of the new monthly certification process.

Thank you for your assistance in communicating and implementing this change initiative!