

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.

Sample screen shot:

The screenshot shows a web application interface for 'Monthly Payroll Certification'. At the top, there are navigation tabs: Home, Search, Approval List, Monthly Payroll Certification, Preferences, Timesheet, and Help. The main heading is 'Monthly Payroll Certification'. Below this, there are several sections:

- Parameters:** Supervisor ID (12345678), Supervisor Name (Supervisor, Sally), Pay Period (6 - 12/01/2011 - 12/31/2011), Certification (Action Needed), Sort Field (Employee Name), Sort Direction (Ascending), and a Search button.
- Results:** 2 Rows. A table with columns: Certified? (Yes/No), SC Resolved (checkbox), Employee Name, Employee ID, Empl Rcd, Student/Faculty/Staff, Termination Date, Comments, and Service Center Comments.
- Actions:** Save, Send Notification, and a red warning message: 'Selecting Yes and clicking Save certifies that the employee is active and should receive pay for the Pay Period'.

Yes	No	SC Resolved	Employee Name	Employee ID	Empl Rcd	Student/Faculty/Staff	Termination Date	Comments	Service Center Comments
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Buckeye, Brutus	87654321	0	Staff			
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Culpeper, Vashli	07171234	0	Staff		254 characters remaining	254 characters remaining