Agenda

• Welcome / Meeting Goals
• The Evolution of Payroll Services
• Payroll Forms Project
  • Demo: Stop Pay Online Workflow
• The Biweekly Payroll Cycle
  • What do these deadlines mean?
  • Best Practices
• Open Q&A
Forum
noun \ˈfor-əm\

a : the marketplace or public place of an ancient Roman city forming the center of judicial and public business
b : a public meeting place for open discussion <The club provides a forum for people interested in local history.>
c : a medium (as a newspaper or online service) of open discussion or expression of ideas

Merriam-Webster Dictionary
Payroll Services

Our Customers:
- Employees
- Fellowship Recipients
- UMR Retirees
- HR / Finance Admin Units
- OHR Business Partners
- State and Federal Government Agencies
- University Departments with Payroll Deductions
- Unions
- Vendors
Services Provided

Pay
• Process Employee (UMN), UM Physicians (UMP), Fellowship Recipients (UMN), Retiree (UMR), Biweekly
• Process garnishments and child support in compliance with state and federal laws
• Withhold, disburse, reconcile, and report on all deductions
  • Benefits Deductions
  • Union Dues
  • Garnishments and Child Support
  • Optional Deductions
• Correct Pay
  • Payroll Updates
  • Stop Payments
  • Off Cycles Payments
  • Overpayments

Time and Absence Tracking
• Oversee daily time reporting
• Oversee absence accrual and use
Services Provided

Taxes
- Withhold Taxes
- Process W4 forms
- Pay Payroll Taxes biweekly on behalf of employees and the University
- File quarterly and year-end tax returns with the federal government and nine states
- Process W2 forms and provide to employees
- Process 1042S forms and provide to fellowship recipients and foreign entities
- Oversee the correct application of foreign tax treaties for foreign national employees and foreign vendors
- Review Employee vs Independent Contractor determinations

Foreign National Employment Eligibility
- Process I9
- Oversee compliance verification
- Ensure compliance with Stop Report
- Collaborate with ISSS to support Foreign National Student and Scholar Employees
The Evolution of Payroll Services

Where Have We Been?
- Transaction
- Data Entry
- Fix-it
- Answer Questions

Where Are We Going?
- Analysis
- Data Integrity
- Problem Solving
- Identify trends and provide support
The Evolution of Payroll Services

- Outreach and increased communication with unit colleagues
- Enhanced support for Time and Absence tracking
  - Role Definition
  - Queries and Reports
- Outsourcing Garnishments
- Developing online workflows in PeopleSoft to replace paper forms
  - Stop Payment form to roll out Monday, March 13
  - Next Up - Off Cycle and Payroll Update Requests
  - End-user feedback and testing is key
Payroll Forms Project

Paper Based Forms → Online Workflow Within PeopleSoft

Benefits:
- Transparency
- Data Validation
- Efficiency
- Metrics Tracking

First Form:
Stop Pay / Direct Deposit Return Request
Rolling Out Monday, March 13

Next Up:
Off Cycle / Payroll Update
Later in 2017
Payroll Forms Project

Demonstration:  Stop Pay Request Online Workflow

Additional WebEx Demo:
Monday, March 6  2-3pm
## Biweekly Payroll Cycle - Payroll Close Week

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
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<tbody>
<tr>
<td><strong>Pay Period Start</strong></td>
<td></td>
<td>Communication re: unapproved time sent to supervisors</td>
<td>UMP Payroll Close ---- Noon Deadline - Time and Absence Entry / Approval / Unit Validation ---- Noon - 4:30 Payroll Services is receiving interface files, looking for unapproved time, mass approving time, running Time and Absence processes ---- 4:30pm Deadline – Job Data Entry ---- 5pm – Paysheet creation process</td>
<td>Payroll Close Pre-payroll Confirmation Report Available ---- Payroll Updates Received</td>
<td>Payroll Close 10am Deadline – Payroll Updates ---- Afternoon - Payroll Confirm processes ---- Files sent to bank, printer ---- Absence Accrual / Takes Processed ---- Pay Statements, MyU pay data available</td>
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Biweekly Payroll Cycle - Payroll Close Best Practices

Payroll Pre-confirmation Report
- Available Thursday morning
- Can be run multiple times

Online Stop Report
- Track who is on the stop report and Payroll's progress reviewing each employee

Payroll Updates
- Confirm an Update is needed
- Please wait to send in forms until you have confirmed pay needs to be corrected using the pre-payroll Confirmation Report and the online Stop Report
- Provide complete information, please do not hand-write forms
- Editable PDF can be found at:
  https://humanresources.umn.edu/payroll-administration/payroll-forms
## Biweekly Payroll Cycle - Pay Week

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<th>Monday</th>
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<tbody>
<tr>
<td>Payroll</td>
<td>Payroll Checks Mailed</td>
<td>Noon Deadline for Direct Deposit</td>
<td>Pay Day</td>
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<td>Return Request</td>
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<td>Payroll Abstracts</td>
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<td>(Payroll Confirmation Report)</td>
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<td>Available</td>
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<td>Payroll Taxes Paid</td>
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Your Feedback

• What would you like to discuss in future meetings?
• The forms project is one of our biggest projects this year. What do you see are the biggest challenges in completing off-cycle and payroll update request forms?
• What would make your job easier?
• What payroll-related question do you hear most frequently from the employees in your unit?
Open Q&A