

**UConn**

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**FISCAL INSTITUTE FOR  
TRAINING (FIT)**

# PAYROLL DEPARTMENT

# AGENDA

- Governing rules and regulations
- Overview of the Payroll Department
- Timely and accurate payments
- Required employment forms
- Year-end documentation
- Access to data
- Core-CT security
- Fraud prevention
- Paycheck checkup



# LEARNING OBJECTIVES

- Appreciating the layers of regulations, policies and procedures and how they impact payroll.
- Ensuring that timely and accurate payments are being issued by submitting correct data, adhering to the deadline schedule and communicating with Payroll when issues arise.
- Understanding the importance of completing a timesheet correctly, the need for timesheet approvers to audit the time submitted and to complete these duties on time.
- Understanding the need for Form I-9 compliance and the role you play in this effort.
- Safeguarding your employee's data by following proper security procedures and how you can guide them to protect their own data.
- Recognizing that Payroll is a conduit for more than just pay and that employee information is used by many university departments. Inaccurate data can affect your employees in surprising ways.
- Developing a network of colleagues.

# **GOVERNING RULES AND REGULATIONS**

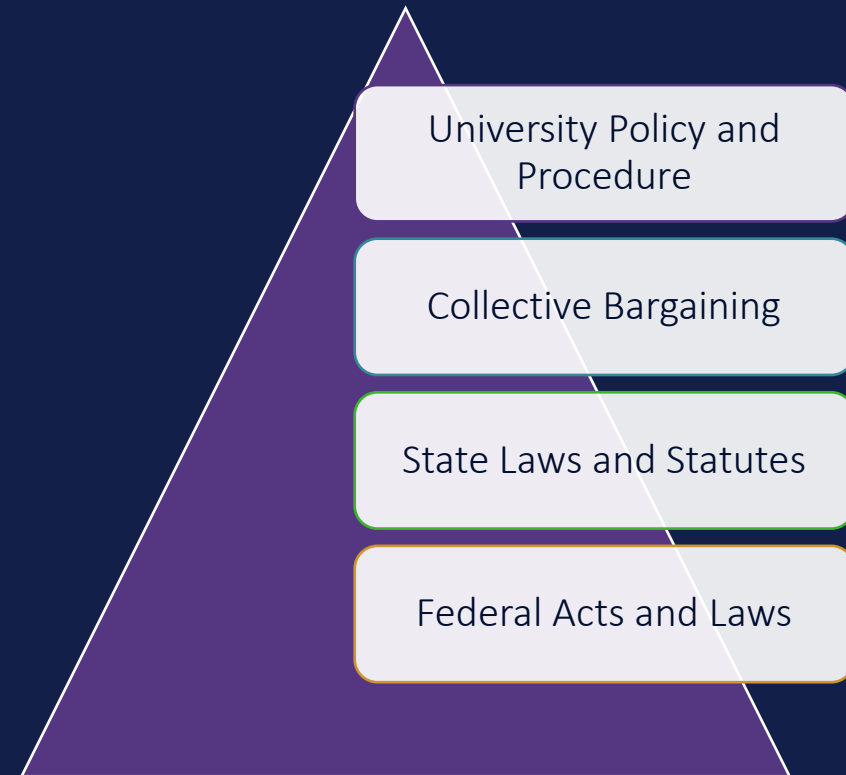
# GOVERNING RULES AND REGULATIONS

Four main entities govern pay and employment at UConn. Federal rules and regulations are the foundation of the hierarchy, followed by State laws and statutes, Collective Bargaining and University policies and procedures.

We will discuss how these regulations influence the business of paying employees and maintaining employee records.

Learning objective for this section

- Appreciating the layers of regulations, policies and procedures and how they impact payroll.



# FEDERAL ACTS AND LAWS

Federal acts relating to wages paid, hours worked and record keeping requirements for certain employees

- Fair Labor Standards Act (FLSA)

Federal acts/laws that relate to employment and benefits

- JANUS V. AFSCME
- Affordable Care Act
- The Immigration Reform and Control Act
- Family Educational Rights and Privacy Act (FERPA)



Federal Acts/Laws that relate to taxation

- Tax Cuts and Jobs Act of 2017
- Internal Revenue Code
- Revenue Procedure 2005-11

Did you know?  
The first  
mandated  
minimum wage  
was \$0.25 in  
1938

# STATE LAWS, STATUTES AND POLICIES

## CT Wage and Hour laws

- Exempt and Non-Exempt employees
- Wage payment laws
- Employment of minors



Public Act 11-52

House Bill 5004, "An Act Increasing the Minimum Fair Wage"

Connecticut Personnel Act

Connecticut General Statutes



## Core-CT policies

- System availability schedule
- System access



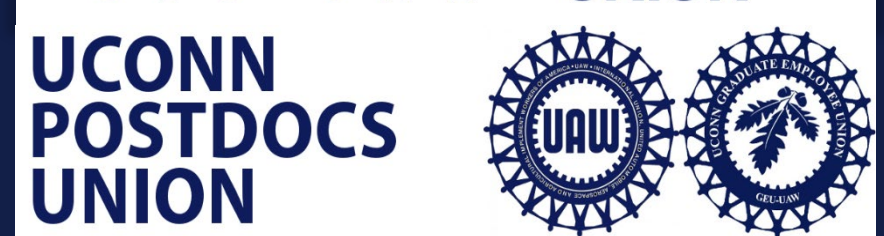
# COLLECTIVE BARGAINING

Union contracts outline such items as employee benefits, salary increases, leave time and work schedules.

- Statewide
  - American Federation of State, County and Municipal Employees
  - Connecticut Employees Union Independent
  - Connecticut Police & Fire Union
- UConn only
  - University of Connecticut Professional Employees Association
  - American Association of University Professors
  - Graduate Employee Union – United Auto Workers
  - Post Doctoral Research Associates Union– United Auto Workers

CEUI – SEIU Local 511

Connecticut Employees Union Independent





# UNIVERSITY POLICY AND PROCEDURES

## UNIVERSITY POLICY

- Outlines items such as employee benefits, salary increases, leave time and work schedules for unrepresented employees
  - Management/Confidential/Pre-Doc
  - Law School Faculty
  - Provost Professional Interns
  - Students
  - Special payroll

## UNIVERSITY BY-LAWS

- Outline criteria for faculty including
  - Titles and salaries
  - Academic appointments and tenure
  - Resignation, termination and dismissal procedures
- Provides additional details for leaves of absence

# AUDIT

- Office of the Auditors of Public Accounts
- Office of University Compliance
- Office of Audit & Management Advisory Services
- Internal Revenue Service
- Department of Labor
- Self Audit



# ACTIVITY

# QUESTIONS

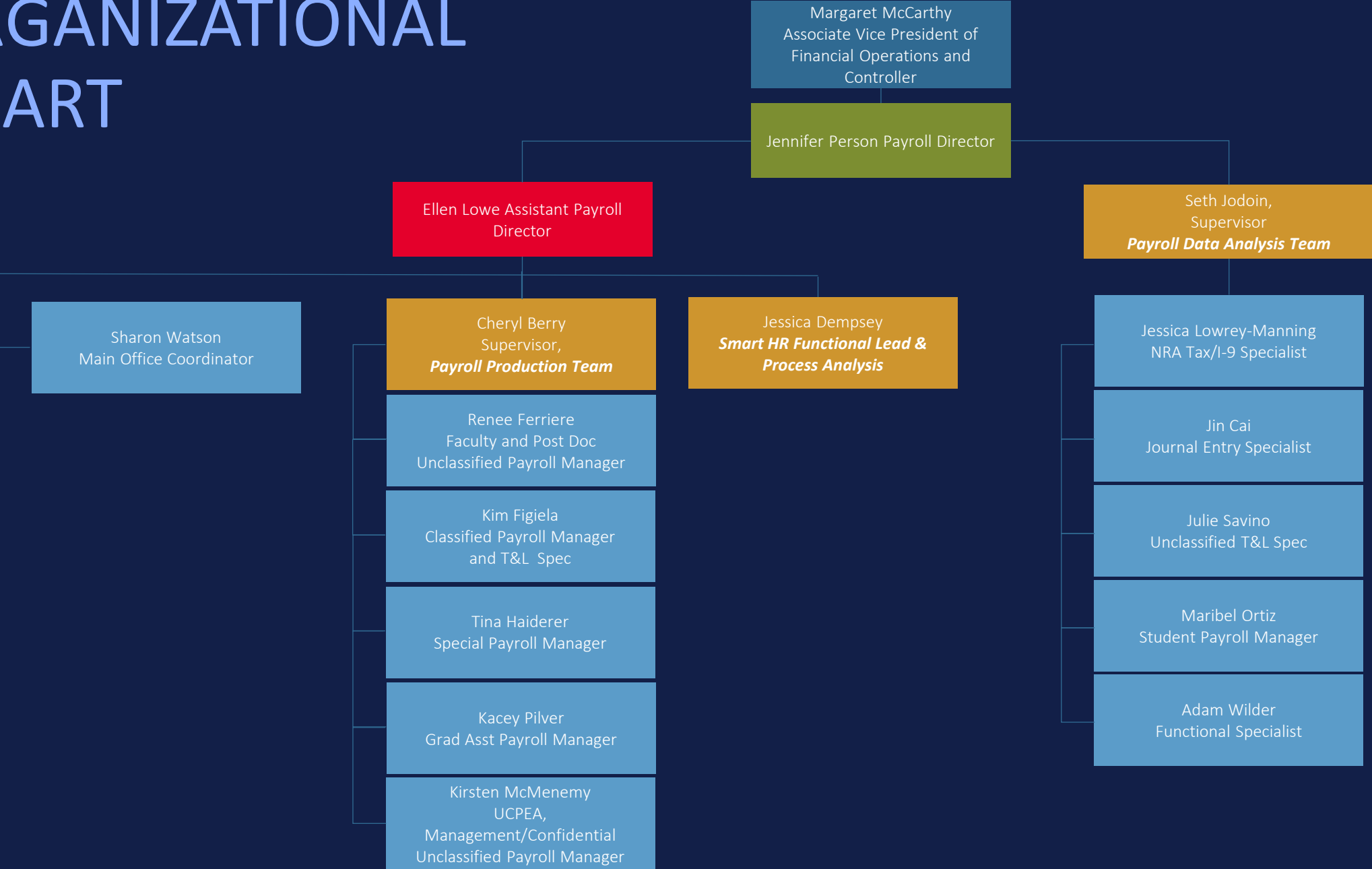


# **OVERVIEW OF THE PAYROLL DEPARTMENT**

# PRIMARY SERVICES AND FUNCTIONS

- Customer Service
- Calculation and Production of Employee Pay
- Distribution of Paychecks
- Time and Labor
- Reporting
- Wage Verifications
- Verifications of Employment
- Training and Information Sessions
- Tax Withholding
- Direct Deposit
- Deduction Management
- Lost or “Stale-Dated” Checks
- Unclaimed Property
- Supplemental Payments for Workers’ Comp and Long-Term Disability
- Core-CT Security
- Payroll Data Stewardship
- Administration of Public Act 11-52 (Sick Time)
- Moving and Recruiting Expenses
- Journal Entries
- Benefits Billing
- Records Management and Retention

# ORGANIZATIONAL CHART





## **WHO WE ARE AND WHAT WE DO**

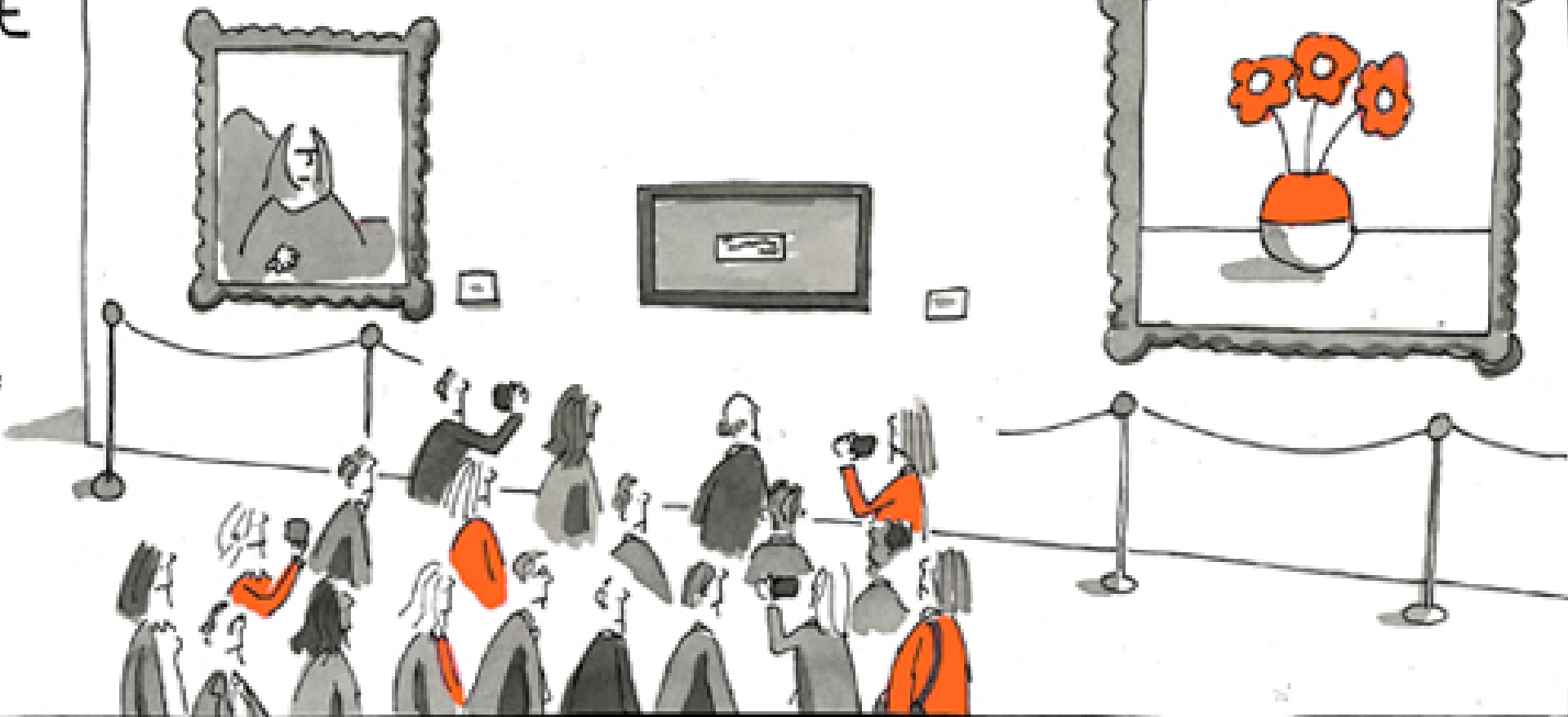
Payroll's mission . . . is to provide timely and accurate payments to all University of Connecticut employees by following guidelines, policies and procedures set forth by the University, the State and the Federal Government....

# WHO WE ARE AND WHAT WE DO

WHO WE ARE!	WHAT WE DO!				
16 staff members	\$671.5 Million FY 23 Payroll expenditures	18,733 W-2s produced for earnings in 2023	12,908 Average Paychecks/Advices produced biweekly Calendar Year 2023	339, 978 Average number of hours approved and paid biweekly	
More than 300 combined years of related experience	\$379 Million FY 23 Fringe Expense	364,000 Smart HR transactions submitted since go-live	More than 9,000 Form I-9 received in 2023	More than 6,900 Tax Forms processed in 2023 (excludes self-service changes)	More than 3,200 Direct Deposits processed in 2023 (excludes self-service changes)

**TIMELY AND ACCURATE PAYMENTS**

NEXT, A  
REAL WORK  
OF ART- THE  
"PERFECT  
PAYCHECK"

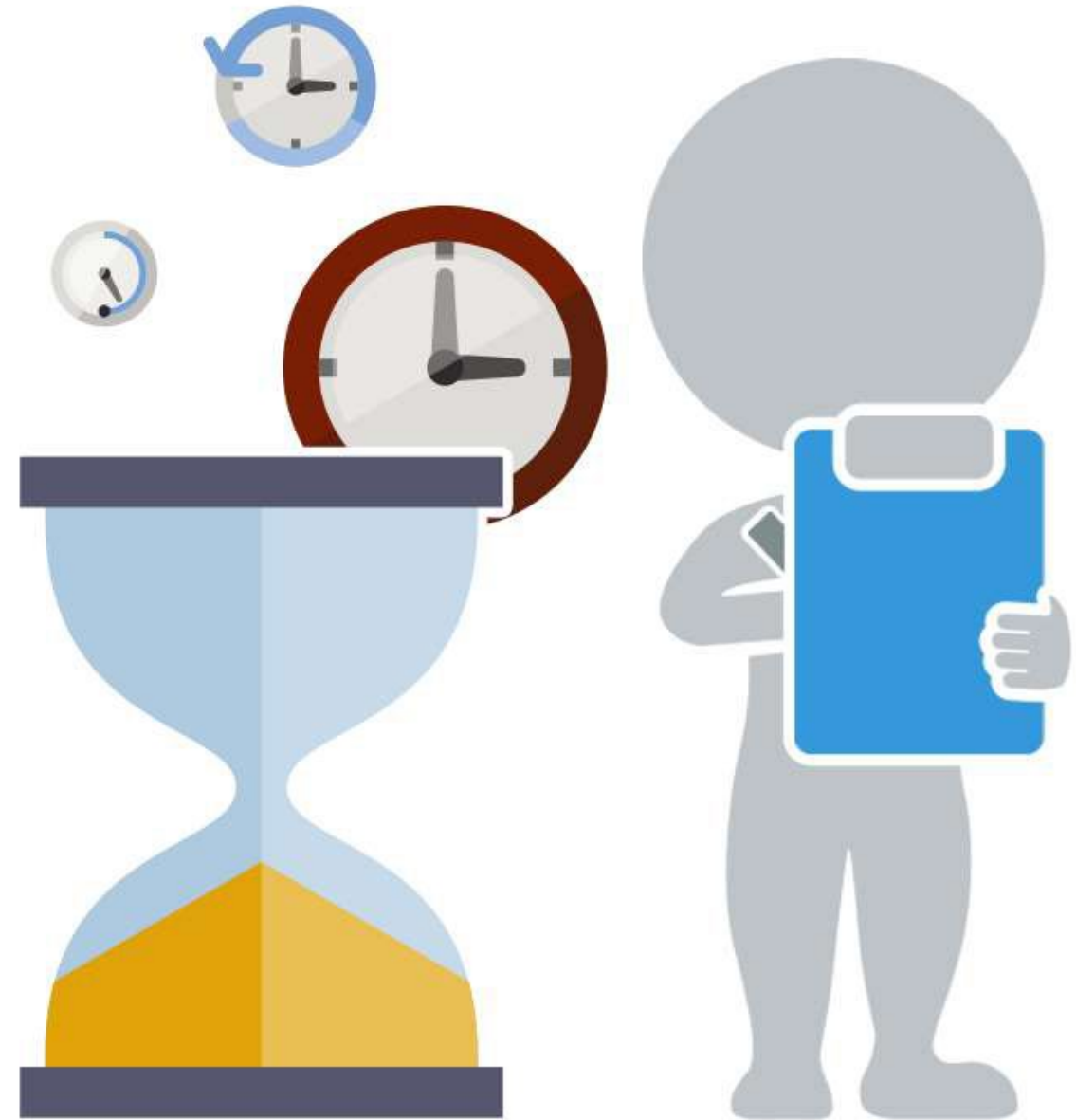


WORKFORCE MANAGEMENT DOESN'T HAVE TO BE SO HARD



# LEARNING OUTCOMES FOR THIS SECTION

- Ensuring that timely and accurate payments are being issued by submitting correct data, adhering to the deadline schedule and communicating with Payroll when issues arise.
- Understanding the importance of completing a timesheet correctly, the need for timesheet approvers to audit the time submitted and to complete these duties on time.



# WHO IS AN EMPLOYEE

## INTERNAL REVENUE SERVICE – COMMON LAW TEST



### Control

- *The relationship between a worker and a business is important. If the business controls what work is accomplished and directs how it is done, it exerts behavioral control.*
- *If the business directs or controls financial and certain relevant aspects of a worker's job, it exercises financial control*

### Relationship

- *Written contracts describing the relationship the parties intended to create*
- *Whether the business provides the worker with employee-type benefits, such as insurance, a pension plan, vacation or sick pay*
- *The permanency of the relationship, and*
- *The extent to which services performed by the worker are a key aspect of the regular business of the company*
- *The extent to which the worker has unreimbursed business expenses*

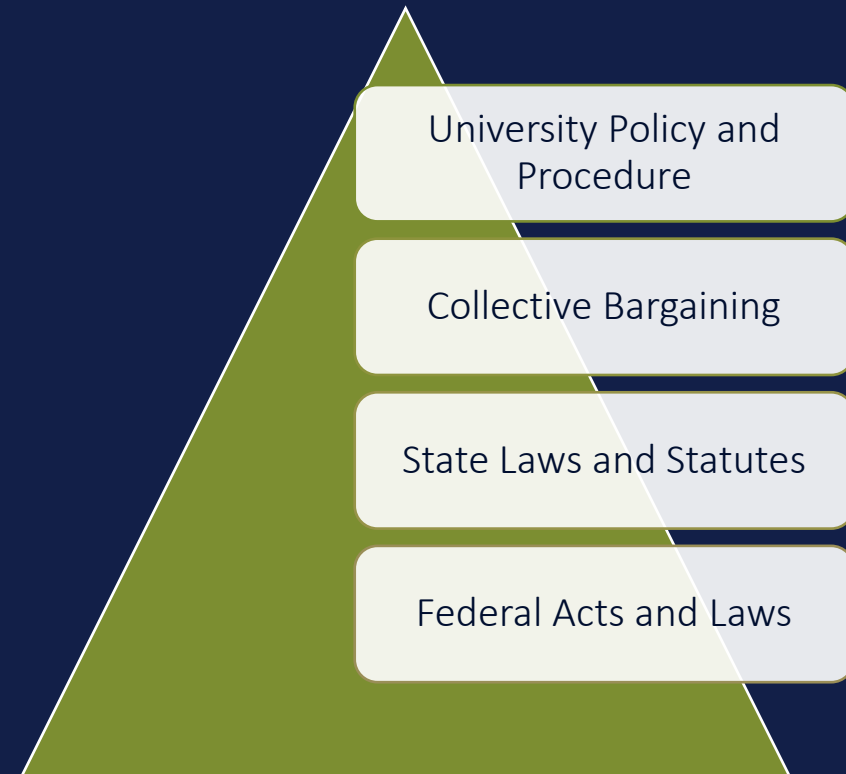
# PAYMENT INFORMATION

## PAYMENT SCHEDULE

- Biweekly pay cycle defined by state statute
- Legislation related to GA payment schedule

## PAYCHECK DISTRIBUTION

- Direct Deposit statements accessed by employee online
- [Paycheck distribution policy](#)
- Printed pay check distribution –
  - Storrs Campus
  - Regional Campuses



# ACTIVITY

# **TIMELY AND ACCURATE PAYMENTS**

SMART HR



Smart HR was developed to replace paper payroll authorizations and streamline the process. A Smart HR template should be submitted once all preceding requirements have been met.



Types of activity that require a Smart HR Transaction include:

- Hiring employees and gratis appointments
- Changes to an individual's employment record
- Providing approval to expend department funds
- Extending temporary appointments
- Ending employment

Payroll takes action once the appropriate approvals have been applied to the transaction

Did you know? Smart HR sits outside of the main pages in Core-CT. Employment records are only updated when the transaction is completed.

# SMART HR PROCESS FLOW



# EMPLOYEE GROUPS

Classified	Unclassified	Graduate Assistant/ Intern	Special Payroll	Student Labor/ Work Study
Members of state-wide unions. Titles include: Clerk Typist, Power Plant Operator, Police Officer, Custodian.	Members of UConn specific unions, UCPEA, AAUP and Post docs. Also includes unrepresented groups such as Law School faculty, Managerial and Confidential staff.	Members of UConn specific Graduate Employee's Union (GEU-UAW). Also includes unrepresented Provost's Professional Interns	Employees in temporary, non-benefitted positions. Titles include Academic Technicians, Instructional Specialist, Temporary University Specialist and Adjunct Faculty	Student employees receiving payment from UConn funding or grants (Student Labor) or from Federal Work Study funding (Work Study)

# HIRE PROCESS

Process	Compliance Connection
<b>Hire</b> <ul style="list-style-type: none"><li>• New hire</li><li>• Rehire</li><li>• Internal hire</li><li>• Transfers</li></ul>	<b>Federal Rules and Regulations</b> <ul style="list-style-type: none"><li>• FLSA</li><li>• Form I-9</li><li>• W-4</li><li>• Work study</li><li>• E-Verify</li></ul>
<b>Integration</b> <ul style="list-style-type: none"><li>• PageUp</li><li>• Student Administration</li></ul>	<b>State Statutes Policy/Procedure</b> <ul style="list-style-type: none"><li>• Wage and hour laws</li><li>• Dual employment</li><li>• Retirement election</li><li>• CT-W4</li></ul>
	<b>Collective Bargaining</b> <ul style="list-style-type: none"><li>• Probationary period</li></ul>
	<b>University Policy/Procedure</b> <ul style="list-style-type: none"><li>• Special Payroll Hiring Process</li><li>• Payroll Requirements for new hires</li><li>• Guideline for the Employment of Graduate Students</li><li>• Employment guide for Student Labor and Work Study</li><li>• Benefits for Managerial and Confidential Exempt and Non-Represented faculty</li><li>• Offer letter</li></ul>

Did you know?  
Selecting the  
wrong template  
can prevent  
enrollment in  
time and labor.



# DATA CHANGE PROCESS

## Process

### Data Change

- Any change to an employee's record that does not affect pay
- Prior authorization may be required

### Integration

- Existing record in Core-CT

### Documentation may be required

- Offer letter

## Compliance Connection

### Federal Rules and Regulations

- E-Verify
- Form I-9

### State Statutes

- Connecticut General Statutes

### Collective Bargaining

- Probationary period requirements
- Appointment terms and renewals

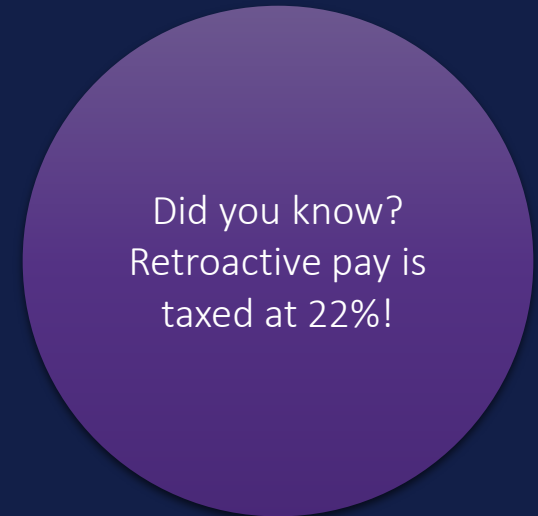
### University Policy/Procedure

- Payroll Requirements policies
- Employment Guide for Student Labor/ Work Study
- 9/10 month accruals



# PAY CHANGE PROCESS

Process	Compliance Connection
<b>Pay Change</b> <ul style="list-style-type: none"><li>• Any change to salary or FTE</li><li>• Prior authorization may be required</li></ul>	<b>Federal Rules and Regulations</b> <ul style="list-style-type: none"><li>• Affordable Care Act</li><li>• Fair Labor Standards Act</li></ul> <b>State Statutes</b> <ul style="list-style-type: none"><li>• Connecticut General Statutes</li></ul>
<b>Integration</b> <ul style="list-style-type: none"><li>• Existing record in Core-CT</li></ul>	<b>Collective Bargaining</b> <ul style="list-style-type: none"><li>• Job Reclassification</li></ul>
<b>Documentation</b> <ul style="list-style-type: none"><li>• Required for all but students</li></ul>	<b>University Policy/Procedure</b> <ul style="list-style-type: none"><li>• Payroll Requirements policies</li><li>• Employment Guide for Student Labor and Work Study</li></ul>



**Late transactions result in late payments or overpayments**

# SEPARATION PROCESS: DEPARTMENT INITIATED

Process	Compliance Connection
<b>Separation – Department Responsibility</b> <ul style="list-style-type: none"><li>• All classified and unclassified employees, including resignations, terminations, non-renewals and retirements</li><li>• Transferring to another State agency</li><li>• Graduate Assistants, Special Payroll and Students leaving before their end date</li></ul>	<b>Federal Rules and Regulations</b> <ul style="list-style-type: none"><li>• COBRA</li></ul> <b>State Statutes</b> <ul style="list-style-type: none"><li>• Department of Labor</li><li>• Connecticut General Statutes</li></ul>
	<b>Collective Bargaining</b> <ul style="list-style-type: none"><li>• Payment of accrued time</li></ul>
	<b>University Policy/Procedure</b> <ul style="list-style-type: none"><li>• Faculty and Grad separations on 8/22</li><li>• Payment of accrued time to unrepresented employees</li></ul>

**Late transactions result in overpayments**

BREAK



# SMART HR DATES

UOC Job Expected Date	UOC Funding Date	UOC Appointment Date	UOC Probationary Date	UOC Union Entry Date
<p>Required for all durational classified and unclassified employees and all student employees.</p> <p>Used to track Adjunct multi-year appointments.</p>	<p>Used to indicate the dates of temporary funding.</p> <p>This is not a required date but is there to assist departments with reporting.</p>	<p>Used to indicate the end date of temporary duties. For example, an Interim Department Head.</p> <p>Used for all Graduate employees.</p>	<p>Used to indicate the end date of a classified or unclassified employee's probationary period.</p>	<p>Used to indicate an effective date of an employee's entry into a union.</p> <p><b>Department processors should not update this date.</b></p>

# SMART HR INTEGRATION

## PAGEUP

- Biographical and demographical information for all classified and unclassified hires and a subset of special payroll hires
- Job related information including job code/title, hire date, salary, funding, department, FTE

## STUDENT

### ADMINISTRATION

- Biographical and demographical information for all student and graduate assistant/intern hires
- Graduate assistant salary level

## CORE-CT

- Current job information including job code/title, salary, funding, department, FTE

# SMART HR RESPONSIBILITIES

UCONN | UNIVERSITY OF CONNECTICUT

Favorites ▾ | Main Menu ▾ > Core-CT HRMS ▾ > Workforce Administration ▾ > Smart HR Template ▾ > Smart HR Transactions

## Initiator Responsibilities

- Ensure the information in the template is accurate
  - If you are unsure of how to complete a Smart HR template, check the Job Aid or call Payroll
- Follow the posted deadline schedule
- Don't complete information on the Payroll Use tab

UCONN | UNIVERSITY OF CONNECTICUT

Favorites ▾ | Main Menu ▾ > Core-CT HRMS ▾ > Workforce Administration ▾ > Smart HR Template ▾ > Manage Transactions

## Approver Responsibilities

- Review the data in the template for accuracy
- Follow the posted deadline schedule

# THINGS TO REMEMBER

- Missing documents will delay the transaction from being processed by Payroll
- Incorrect information in the template will delay processing
- Transactions not submitted can have a negative impact on pay
  - Payroll may inactivate a student record that has not been extended
  - If an employee hasn't been moved to a permanent status, from probationary; they may not receive their annual increase
- Approval workflow is based on the employee's department



# ACTIVITY

# **CENTRALLY MANAGED TRANSACTIONS**

# MASS SEPARATION PROCESS

Process	Compliance Connection
<p><b>Mass Separation Process</b></p> <ul style="list-style-type: none"><li>• Payroll managed</li><li>• Graduate Assistants and Provost's Professional Interns not renewed in the new semester/academic year</li><li>• Student employees not extended beyond their end date</li><li>• Special Payroll stipend employees upon completion of their appointment</li><li>• <i>Departments are responsible for submitting separations for GA, PPI, Special Payroll and students ending prior to their end date</i></li></ul>	<p><b>Federal Rules and Regulations</b></p> <ul style="list-style-type: none"><li>• COBRA</li></ul> <p><b>State Statutes</b></p> <ul style="list-style-type: none"><li>• Department of Labor</li><li>• Connecticut General Statutes</li></ul> <p><b>Collective Bargaining</b></p> <p><b>University Policy/Procedure</b></p> <ul style="list-style-type: none"><li>• Faculty and Grad separations on 8/22</li></ul>

# LEAVE ACTIONS

Process	Compliance Connection
<p><b>Leave actions</b></p> <ul style="list-style-type: none"><li>• Centrally managed</li><li>• Departments coordinate with HR, Provost's Office, Graduate School</li><li>• HR coordinates the leave action in Core-CT with Payroll</li><li>• Timesheets may need to reflect leave TRCs</li></ul>	<p><b>Federal Rules and Regulations</b></p> <ul style="list-style-type: none"><li>• FMLA</li></ul> <p><b>State Statutes</b></p> <ul style="list-style-type: none"><li>• Connecticut General Statutes</li><li>• State FMLA</li><li>• SEBAC</li><li>• PFMLA</li></ul> <p><b>Collective Bargaining</b></p> <ul style="list-style-type: none"><li>• Collectively bargained leaves</li></ul> <p><b>University Policy/Procedure</b></p> <ul style="list-style-type: none"><li>• Leaves for unrepresented faculty and staff</li><li>• University by-laws</li></ul>

# OTHER CENTRALLY MANAGED ITEMS

Process	Compliance Connection
<b>Annual increase process</b> <ul style="list-style-type: none"><li>• HR managed</li><li>• DAS/Core-CT</li></ul>	<b>Federal Rules and Regulations</b> <ul style="list-style-type: none"><li>• FLSA</li></ul>
<b>Promotion, Tenure and Reappointment</b> <ul style="list-style-type: none"><li>• Board of Trustees approval</li><li>• HR and Payroll managed</li></ul>	<b>State Statutes</b> <ul style="list-style-type: none"><li>• Connecticut General Statutes</li></ul> <b>Collective Bargaining</b> <ul style="list-style-type: none"><li>• Collectively bargained</li></ul> <b>University Policy/Procedure</b> <ul style="list-style-type: none"><li>• Board of Trustees approval</li></ul>

**Employee data in Core-CT must be accurate for the annual increase process to correctly identify eligible employees**

# QUESTIONS



# **TIMELY AND ACCURATE PAYMENTS**

TIME AND LABOR

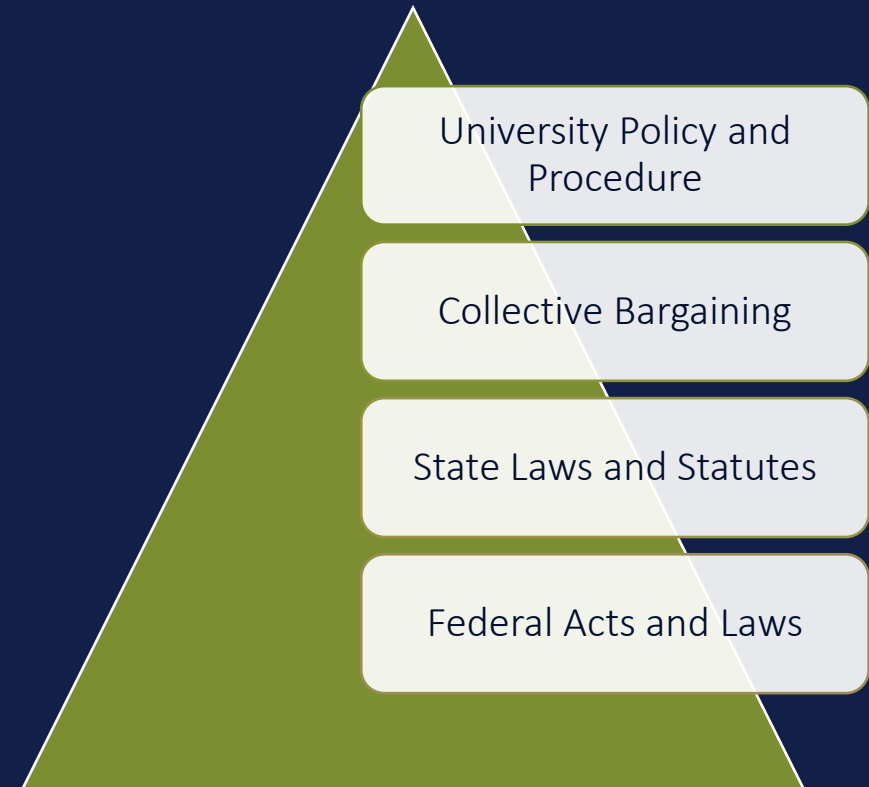
# TIME AND LABOR

Time and attendance is the second area where employees and supervisors play a key role with compliance. Wage and hour law requires a true and accurate record of time.

- [Timecard Submission Requirements and Deadlines policy](#)

The learning outcomes for this section are:

- Ensuring that timely and accurate payments are being issued by submitting correct data, adhering to the deadline schedule and communicating with Payroll when issues arise.
- Understanding the importance of completing a timesheet correctly, the need for timesheet approvers to audit the time submitted and to complete these duties on time.



# TIME ENTRY

## DATES AND DEADLINES

- Compliance with deadlines ensures timely payments
- Time entered on Wednesday before pay-confirm will likely not be approved!
- Watch for email reminders!

## EMPLOYEE SELF-SERVICE

- Employees are required to submit biweekly time and attendance records for the purposes of calculating payments and managing accruals and other entitlements.

## TIMEKEEPERS

- Certain areas have designated timekeeper(s) who are responsible for accurate entry of time on behalf of the employee.
- Responsible for resolving exceptions





**JUST GONNNA SUBMIT MY  
TIMESHEET...**



**OH LOOK! AN EMAIL ABOUT MY  
TIMESHEET!**

# TIME APPROVAL

## RESPONSIBILITY OF TIME AND LABOR APPROVERS

	Verify the accuracy of hours reported
	Verify the accuracy of time reporting codes
	Approve all hours worked by Monday before pay-confirm
	True supervisor must approve employee's timesheets

Did you know that employee timesheets have a minimum retention of fiscal year end + 3 years

# TIME ENTRY AND APPROVAL TIMELINE

## WEEK 1

- Time Entry Begins  
5/17/24
- Time Entry Ends  
5/21/24



## WEEK 2

- Time Approval Begins  
5/20/24
- Time Approval Ends  
5/22/24

Start Date 06/07/2019

End Date 06/20/2019

Approval Details ?

Personalize | Find | View All | [?]

Overview | Time Reporting Elements | Task Reporting Elements | Cost

Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Comments
<input type="checkbox"/>	06/07/2019	REG	Needs Approval	7.00	Hours	<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	06/10/2019	REG	Needs Approval	7.00	Hours	<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	06/11/2019	REG	Needs Approval	7.00	Hours	<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	06/12/2019	REG	Needs Approval	7.00	Hours	<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	06/13/2019	REG	Needs Approval	7.00	Hours	<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	06/14/2019	REG	Needs Approval	5.50	Hours	<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	06/14/2019	SCSP	Needs Approval	1.50	Hours	<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	06/17/2019	VAC	Needs Approval	7.00	Hours	<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	06/18/2019	VAC	Needs Approval	7.00	Hours	<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	06/19/2019	REG	Needs Approval	7.00	Hours	<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	06/20/2019	REG	Needs Approval	7.00	Hours	<a href="#">Adjust Reported Time</a>	

Select All

Deselect All

# APPROVING TIME

Time Period




View By Week

\*Date   

Scheduled Hours 70.00      Reported Hours 70.00

From Friday 06/07/2019 to Thursday 06/20/2019 

	Fri 6/7	Sat 6/8	Sun 6/9	Mon 6/10	Tue 6/11	Wed 6/12	Thu 6/13	Fri 6/14	Sat 6/15	Sun 6/16	Mon 6/17	Tue 6/18	Wed 6/19	Thu 6/20	Total	Time Reporting Code	Desc
 				7.00	7.00	7.00	7.00	7.00			7.00	7.00	4.75	7.00	60.75	REG 	Regular
 	7.00												2.25		9.25	VAC 	Vacation

Leave and Compensatory Time Balances  Personalize | Find |  |  1-5 of 5

Plan Type	Plan	Available Balance
Leave	Sick	47.75
Leave	Vacation	372.75
Leave	Personal	0.00
Comp Time	SPUCN000N	1124.75
Comp Time	HAUTOEXPN	10.50

- [Return to Select Employee](#)
- [Return to Payable Time](#)
- [Manager Self Service](#)
- [Time Management](#)

# APPROVING TIME

# TIMESHEET EXCEPTIONS

## RESPONSIBILITY OF TIME AND LABOR APPROVERS

What is an exception?

Time that does not pass validation

Severity level?

How do I know there is an exception?

Hours not available to approve

Stopwatch on "week" view of timesheet

Run a list of exceptions by group

Employee ID	Empl Record	Hourly Rate	Job Title	Total Payable Hours	Exception
443704	0	10.100000	Student Admin Trainee	-3.00	
371113	0	10.100000	Student Admin Trainee	-12.00	
372663	0	10.100000	Student Admin Trainee	-2.00	

Main Menu > Core-CT HRMS > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions

# COMMON EXCEPTIONS AND RESOLUTIONS

Exception	Resolution
Work Study balance exceeded	Create a student labor record
Time not in Work Study dates	Create a student labor record
Stipend limits exceeded	Increase stipend amount (may require PageUp approval)
Time not within Stipend dates	Extend end-date (may require PageUp approval)
Inactive Time Reporter Status	Reenter hours on correct record if required

# TIME APPROVER RESPONSIBILITIES

Supervisors are the first line of defense in prevention of audit findings

## Consequences of “easy button” pusher

- Over/under payments
- Incorrect time reporting code usage (recording HOL on a non-holiday)
  
- Approval of falsified timesheets

## Watch students with more than one job

- It can be confusing to enter time on multiple timesheets. Supervisors must ensure that time submitted for approval is for the work performed on that job record



# PRIOR PERIOD ADJUSTMENTS



Corrections to previously reported time must be submitted as soon as the discovery is made



Time may be corrected on-line up to the four previous pay periods



Prior period adjustments must be approved



Changes made will impact the current pay period

# TIME AND ATTENDANCE AUDITS

Time and labor audits occur throughout the year. Commonly audited items include:

- ❓ Do timesheets adhere to state rules and collective bargaining rules?
- ❓ Are compensatory time payments being made appropriately?
- ❓ Who approved time – Supervisor or Payroll?
  - Is the correct time reporting code entered?
  - Example: entering HOL instead of HCU
  - Use of LILA

Did you know that  
Core-CT has  
884 different time  
reporting codes

# ACCRUALS FOR CLASSIFIED EMPLOYEES

	<u>VACATION</u>	<u>SICK</u>	<u>PERSONAL</u>
NP2 Classified	20 yrs : 1 2/3 days per month 5-19 yrs: 1 1/4 days per month 0-5 yrs: 1 day per month	1 1/4 days earned per month	Yes, after completion of 6 continuous calendar months, three (3) personal leave days prorated with pay each calendar year  *Part-time less than 20 hours per week do not receive personal days  *Personal leave expires COB 12/31
NP3 Classified	20 yrs : 1 2/3 days per month 5-19 yrs: 1 1/4 days per month 0-5 yrs: 1 day per month	1 1/4 days earned per month	Yes, after completion of 6 continuous calendar months, three (3) personal leave days [prorated] with pay each calendar year..  *Personal leave expires COB 12/31
NP5 Classified	20yrs; 1 2/3 days (13.3333hrs) 5-19yrs; 1 1/4 days (10.0000hrs) 0-5yrs; 1 day (8.0hrs)	1 1/4 days (10.0000hrs)	Yes, after completion of working test period, three (3) personal leave days with pay each calendar year.  Remaining balances expire COB 12/31.

# ACCRUALS FOR UNCLASSIFIED EMPLOYEES

	<u>VACATION</u>	<u>SICK</u>	<u>PERSONAL</u>
UCPEA	1.75 days per month. 2.75 days for the month of December.  Prorated for employees less than 100% FTE	105 hours each fiscal year, awarded on 7/1/xx. Prorated for employees less than 100% FTE.  Unused time on 6/30/xx transferred to the "as if accrued" sick bucket.	2 days each fiscal year awarded on 7/1/xx.  Pro-rated for employees less than 100% FTE Unused time expires COB 6/30/xx
Management /Confidential	1.75 days per month. 2.75 days for the month of December.  Prorated for employees less than 100% FTE	120 hours each fiscal year, awarded on 7/1/xx. Prorated for employees less than 100% FTE.  Unused time on 6/30/xx transferred to the "as if accrued" sick bucket.	2 days each fiscal year awarded on 7/1/xx.  Pro-rated for employees less than 100% FTE Unused time expires COB 6/30/xx

# EXPIRATION OF LEAVE TIME

- Earned Holiday Time
  - UCPEA/Management/Confidential: expires at the end of the succeeding calendar year if not used
  - Classified BU's: no expiration
- Compensatory Time
  - UCPEA Exempt employees : expires after 2 years if not used
  - UCPEA/Confidential nonexempt employees: no expiration
  - Classified (NP2 only): expires 12 months after earning if not used
- Personal Leave Time
  - UCPEA/Management/Confidential: Unused time expires end of day 6/30/xx
  - Classified BU's: Unused time expires end of day 12/31/xx

Did you know there are 13 recognized State holidays per calendar year

# EXPIRATION OF LEAVE TIME

- Vacation carry over: UCPEA
  - May accumulate up to 60 vacation days (420 hours). May only accumulate beyond this amount with specific permission of a University Vice President, Director or Designee.
  - One time carry over which becomes the maximum year-end balance. The original entitlement diminishes upon use until balance reaches 60 days.
- Vacation carry over: Management/Confidential
  - May accumulate up to 60 vacation days (480 hours).
  - May request approval to carry over more than 60 days from the appropriate Division Head (President, Provost, Executive Vice Presidents, BOT in case of President).
  - Annual request
  - Cannot carry over more than 120 days (balance cannot exceed more than 120 days during the year).

# EXPIRATION OF ACCRUED LEAVE TIME

- Vacation carry over: Classified bargaining units
  - Sum of monthly accrual
  - Less time taken during the calendar year
  - 10 days are automatically carried over without agency permission
  - After the above is applied, remaining positive balance requires agency approval



# PAYMENT OF ACCRUED LEAVE TIME

- UCPEA:
  - Upon separation maximum payout is 60 days of vacation
  - Payment of unused and unexpired holiday time
  - NO payment of unused PL time/ NO payment of unused sick or prior sick time
  - Compensatory time paid out if nonexempt
  - If retiring:  $\frac{1}{4}$  up to 60 days of banked sick time is paid out
- Management/Confidential:
  - Upon separation maximum payout is 60 days of vacation
  - Payment of unused and unexpired holiday time
  - NO payment of unused PL time/ NO payment of unused sick or prior sick time
  - Compensatory time paid out if nonexempt
  - If retiring:  $\frac{1}{4}$  up to 60 days of banked sick time is paid out

# PAYMENT OF ACCRUED LEAVE TIME

- Classified Bargaining Units
  - Upon separation maximum payout is 60 days of vacation
  - Payment of unused holiday time
  - NO payment of unused PL time
  - NO payment of compensatory time
  - If retiring:  $\frac{1}{4}$  up to 60 days of banked sick time is paid out
- AAUP/Graduate Assistants/PostDocs
  - NO leave time payouts upon separation

Did you know that unclassified/classified timecards were ordered from Central Store until summer of 2003

# TIPS AND REMINDERS

- Review paystubs to see accruals as of each pay period.
- Use the job aids located at <https://ess.uconn.edu/core-ct-resource-page/>
- Never enter in a negative number (-3.00) or 0. Delete the hours on that day, or modify.
- If any of the timesheet is grayed out you may run into issues deleting hours.
- Ensure timesheet has been submitted prior to approving employees with schedules only
- Time should be recorded in quarter hour increments
- Resolve exceptions



# ACTIVITY

DAY ONE COMPLETE



# **TIMELY AND ACCURATE PAYMENTS**

FAIR LABOR STANDARDS ACT (FLSA)

# AGENDA

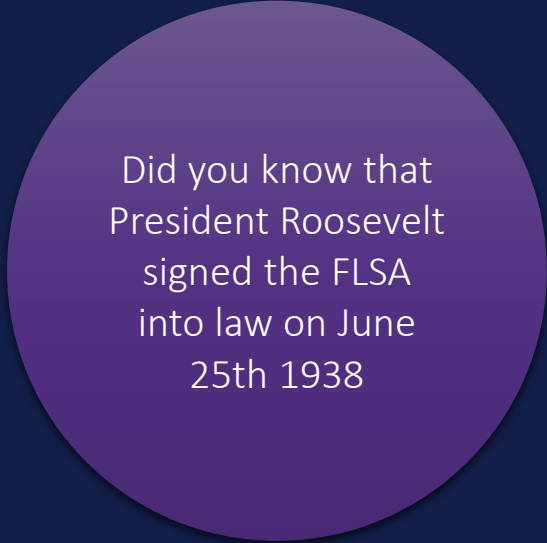
- Governing rules and regulations ✓
- Overview of the Payroll Department ✓
- Timely and accurate payments **in progress!**
- Required employment forms
- Year-end documentation
- Access to data
- Core-CT security
- Fraud prevention
- Paycheck checkup

# ACTIVITY

# WHAT DOES FLSA DO?

## ESTABLISHES:

- Minimum wage, overtime pay
- Recordkeeping requirements
- Restrictions on the types of work children can do and the hours they can work
- The mandate of equal pay for equal work



Did you know that  
President Roosevelt  
signed the FLSA  
into law on June  
25th 1938

# WHAT DOES FLSA NOT DO?



Require employers to provide paid sick, vacation, jury duty, holidays, lunch breaks



Regulate how often employees must be paid, or when they must be paid after termination of employment (involuntarily or voluntarily)



Restrict the number of hours an employee over 16 years of age may work

# EXEMPT AND NONEXEMPT EMPLOYEES

Not all employees of covered enterprises or who work interstate commerce are entitled to the protection of the FLSA.

Exempt – Do not have to be paid the required minimum wage or overtime payments

Nonexempt – must be paid at least minimum wage for all hours worked and paid overtime premiums

Salary test: greater than or equal to \$684.00/week  
**Changes are coming!**

Duties test

White collar exemption  
(bonafide executive, admin, professional, computer, outside sales worker)

# OVERTIME

- At least time and one-half the regular rate of pay for hours worked over 40 in one week (Friday – Thursday).
- Regular rate of pay: hourly rate determined by dividing total regular pay actually earned for the workweek by the number of hours worked. Including payments for Shift differentials; Nondiscretionary bonus; Longevity additive; On call pay.
  - Not included (Paid time off, reimbursements, gifts, discretionary bonuses)
  - Contractual overtime, and premium pay is offset against any additional overtime due



# OVERTIME CONTINUED

## Multiple jobs

- Hours reported are summed for each week
- Regular rate of pay is calculated using earnings from all jobs
- Departments are charged proportionally

## Different work periods

- Fire Protection– OT is paid if employee exceeds 212 hours of work over a 28 day period
- Law enforcement-OT is paid if employee exceeds 171 hours of work over a 28 day period
- Fluctuating work week – Guaranteed base biweekly salary regardless of the number of hours worked. Receive one-half of the regular hour rate for hours worked above 40 in a week.

# OVERTIME EXAMPLE

## OVERTIME CONTINUED:

- Example: Jack is a student employee who is paid \$15.00/hr and worked 43 hours in week 1 of the pay period and 20 hours in week 2 of the pay period.

<b>Regular Earnings week 1</b>	<b>43 hours x \$15 = \$645.00</b>
Overtime hours week 1	43 hours – 40 hours = 3 hours
Overtime premium rate	\$15 per hour x .50 = \$7.50
Overtime premium pay	\$7.50 per hour x 3 hours = \$22.50
Total week 1 earnings	\$645.00 + \$22.50 = \$667.50
Regular earnings week 2	20 hours x \$15 = \$300.00
Total biweekly paycheck	\$967.50

# COMPENSATORY TIME NONEXEMPT EMPLOYEES

UCPEA/confidential employees paid for hours of work up to 40. Accrue compensatory time at straight time or time and one half in accordance with FLSA.

Public sector employees can be awarded compensatory time instead of cash.

Can accumulate up to 240 hours of compensatory time. Overtime worked beyond this must be compensated for in cash and not accrued compensatory time.

# COMPENSATORY TIME – EXEMPT EMPLOYEES



Not covered by FLSA



UCPEA Exempt employees article 18.2



Management/Confidential exempt employees not eligible to earn compensatory time



Payment of Comp Time balances can be made in accordance with University guidelines



<https://hr.uconn.edu/ucpea-compensatory-time-guidelines-for-management>

# CT MINIMUM WAGE BILL

## 2019 to 2023

- *Public Act 19-4 established a minimum wage increase over a 5-year period*
- *Beginning on October 1, 2019, with an increase to \$11.00 per hour*
- *The final increase occurred on June 1, 2023, with an increase to \$15.00*

## 2024 and Beyond

- *Each year, CT Department of Labor will review the U.S. Department of Labor's Employment Cost Index*
- *By October 15<sup>th</sup> of each year, CT DOL will announce changes to minimum wage*
- *Changes will be implemented on January 1*
- *Minimum wage will increase to **\$15.69** on January 1, 2024*

# SICK TIME FOR SERVICE WORKERS

## Public act 11-52 effective on January 1, 2012

- Provides paid sick leave for certain "Service Workers"
- 1 hour of paid sick time for every 40 hours worked
- Max accrual is 40 hours per calendar year
- Time may be used upon completion of the 680th hour worked
- Max usage is 40 hours per calendar year
- Max carry-over is 40 hours into the next calendar year
- Unused time is not paid upon separation

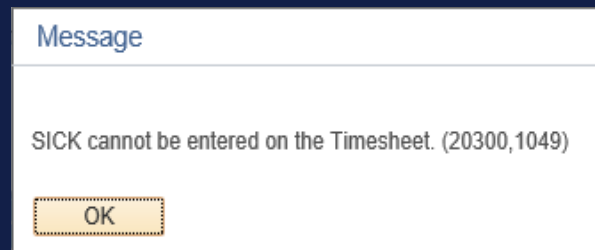
## Federal Work Study awards cannot be charged for sick time

- A secondary employment record must be established for sick time payment purposes

Did you know,  
since Core-CT go  
live students have  
used **38,018** sick  
leave hours

# SICK TIME FOR SERVICE WORKERS

- How does my student employee use their sick leave accruals?
  - Use the appropriate time reporting code when completing timesheet in Core-CT
  - Submit a manual timesheet: found on Payrolls' website under the Forms link.
- **Common problem**
  - I see there are sick accruals but when I try to use sick time I receive an error message, what does this mean?



# ACTIVITY

# QUESTIONS



# **TIMELY AND ACCURATE PAYMENTS**

WORKERS' COMPENSATION

# RESPONSIBILITIES AND FORMS



## HR'S RESPONSIBILITIES

- Facilitate information between the various involved parties (injured employee, supervisor, TPA, Payroll etc.).
- Provide guidance to supervisors and employees.
- Manage incident reports and coordination of medical documentation
- Facilitate return to work



## PAYROLL'S RESPONSIBILITIES

- Calculating the employees average weekly salary based on prior 52 weeks of earnings
- Calculating biweekly supplemental payments
- Adjusting accruals
- Reconciling first checks



## FORMS

- WC207 – DAS first report of Injury
- Form 1A – Filing status and exemption
- WC-715 – Request for use of accrued leave with Workers' Compensation
- Mileage worksheet for medical treatment

# **TIMELY AND ACCURATE PAYMENTS**

PREVENTING OVERPAYMENTS

# OVERPAYMENTS

## How overpayments occur

- Late notice of separations, or events that impact an employee's biweekly pay
- Incorrect time sheets
- Duplication of hours

How do we collectively prevent  
overpayments

Collecting overpayments

# OVERPAYMENTS CONTINUED


How overpayments occur

**How do we collectively prevent overpayments**

- Compliance with deadlines
- Review before you approve
- Information submitted in the Smart HR transaction is accurate
- Communicate

Collecting overpayments

# OVERPAYMENTS CONTINUED

How overpayments occur	How do we collectively prevent overpayments	<b>Collecting overpayments</b>	<ul style="list-style-type: none"><li>• Departments should not try to collect</li><li>• Payroll will provide collection options to employees<ul style="list-style-type: none"><li>• Debt collection laws/CBA</li><li>• State statute – no withholding pay w/o permission</li></ul></li><li>• Current Year<ul style="list-style-type: none"><li>• Gross pay reduction</li><li>• Net pay recovery</li></ul></li><li>• Prior Year<ul style="list-style-type: none"><li>• Gross pay recovery</li></ul></li></ul>	
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# **TIMELY AND ACCURATE PAYMENTS**

## REIMBURSEMENT POLICIES

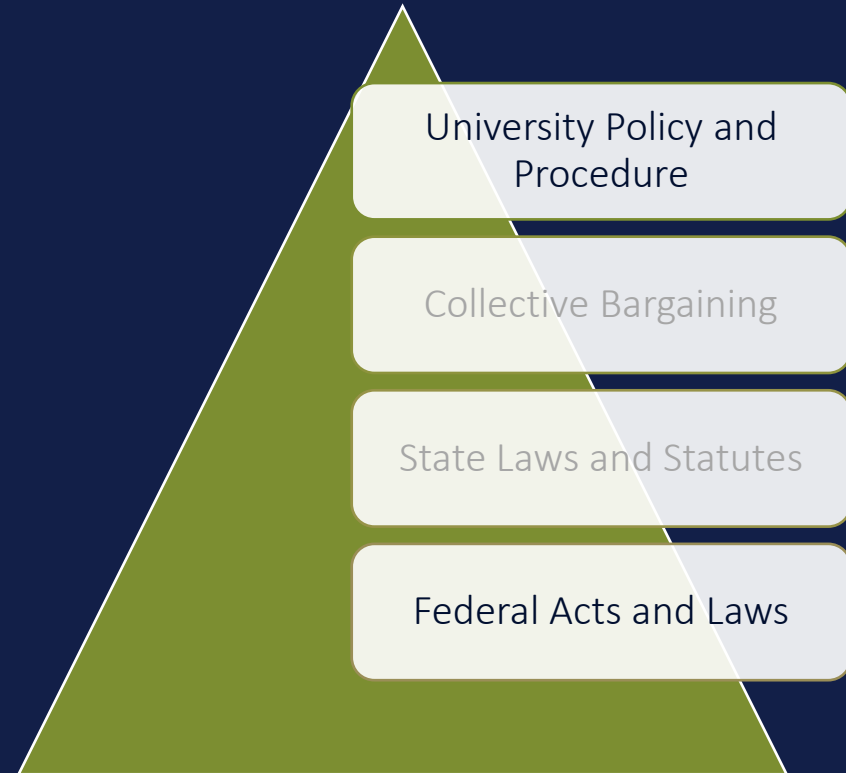
# REIMBURSEMENT OF RECRUITING EXPENSES POLICY AND PROCEDURES

## INTERVIEW PHASE

- Paid by Accounts Payable

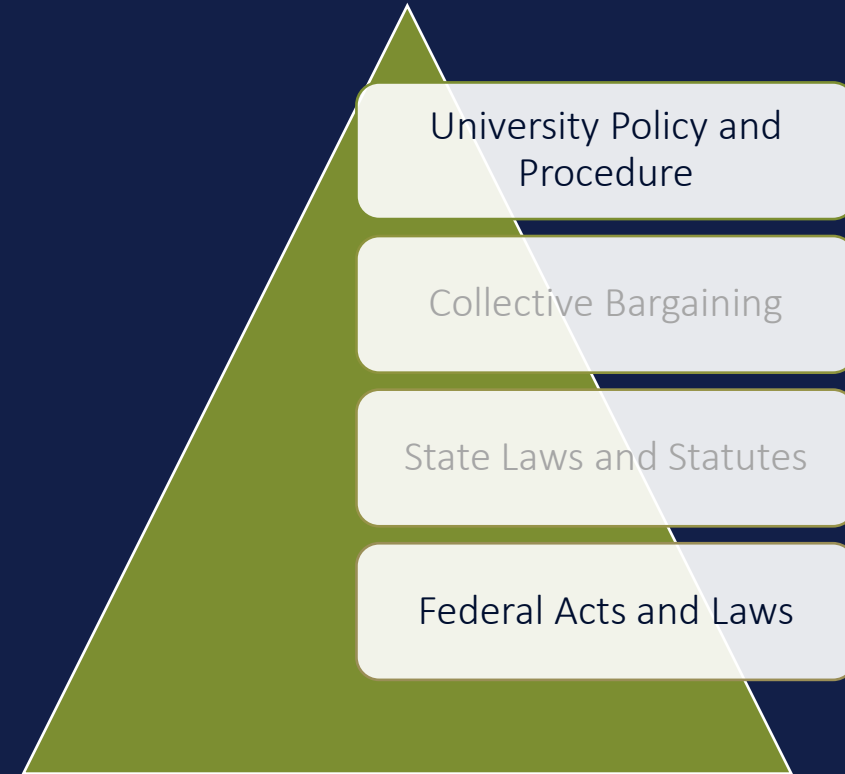
## OFFER AND ACCEPTANCE PHASE

- Paid by Payroll
- Nonqualified Expense (taxable) and is included on Form W-2
- Reimbursable items
  - Transportation
  - Lodging
  - Meals



# REIMBURSEMENT OF MOVING EXPENSES POLICY AND PROCEDURE

- NEW POLICY
- [Relocation and Moving Policy | Policies & Procedures \(uconn.edu\)](#)
- Signature Relocation
- ALL reimbursements, direct payments are TAXABLE!



# ACTIVITY

# QUESTIONS



# **TIMELY AND ACCURATE PAYMENTS**

## TAXES

## NONRESIDENT VS.US TAX RESIDENT

- Substantial Presence Test

### Federal Income Tax Treaties

- What is an Income Tax Treaty?
- Who is eligible?
- Does this impact State income taxes?
- IRS AUDIT



**APPLYING FOR A SOCIAL SECURITY NUMBER**

Letter of employment	Endorsement from ISSS	Application for Social Security Number form SS-5
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**HOURS OF EMPLOYMENT**

Students on F1 or J1 visa maximum of 20 hours per week when school is in session.



# TAXATION OF WAGES

- 2017 Tax Act
- 2020 Form W4
- Claiming exempt
- Federal Insurance Contribution Act (FICA)
- Additional Medicare
- Non-cash Fringe benefits
- PFMLA



# TIMELY AND ACCURATE PAYMENTS: OTHER

## Lost check procedures

- Lost Check Affidavit form
- Replacement check request
- Process timeline

## Unclaimed property

- CT Big List



# **TIMELY AND ACCURATE PAYMENTS**

Journal Entries

# JOURNAL ENTRIES

Retroactive and mid-cycle changes to funding require a separate process to update KFS with the corrected information.

## **JOURNAL ENTRIES ARE INITIATED BY THE COMPLETION OF A SMART HR TRANSACTION**

Journal entries are not done for students

## **APPROVALS ARE REQUIRED BEFORE CALCULATION AND POSTING OF THE ENTRY CAN OCCUR**

Budget approval

- Prior year and over 20k

Sponsored Program Services approval

Supervisor approval

Accounting office approval

- All files submitted are approved by the accounting manager
- Files containing total adjustments over 100k are approved by the associate controller

# JOURNAL ENTRIES-TIMELINES

Step	Sample Date	JE Steps (PP 5/3/2024 to 5/16/2024)
1	n/a	Smart HR Transaction Initiated/Approved/Processed By Department and Payroll
2	5/9/2024	Journal Entry Calculations Begin Based on Fully Approved/Processed Funding Changes (Pay Confirm Thursday)
3	5/15/2024	Actuals Loaded to KFS – Used To Verify JE Calculations (USUALLY by Wednesday of pay week but can vary)
4	Prior to 5/23/2024	Once Calculations Completed, Send Applicable Entries to SPS/Budget For Approval If Necessary
5	5/23/2024	Finalize Any Outstanding JE Calculations
6	5/23/2024	KFS Upload File Created For Approved Transactions
7	5/23/2024	File Approved By Payroll Supervisor, Accounting Manager and Associate Controller as Needed
8	5/23/2024	Approved File Loaded to KFS
9	5/24/2024	Entries Appear for Departments

# ACTIVITY

BREAK



# **REQUIRED EMPLOYMENT FORMS**

Employees and employers have a responsibility to complete forms required by federal and state entities

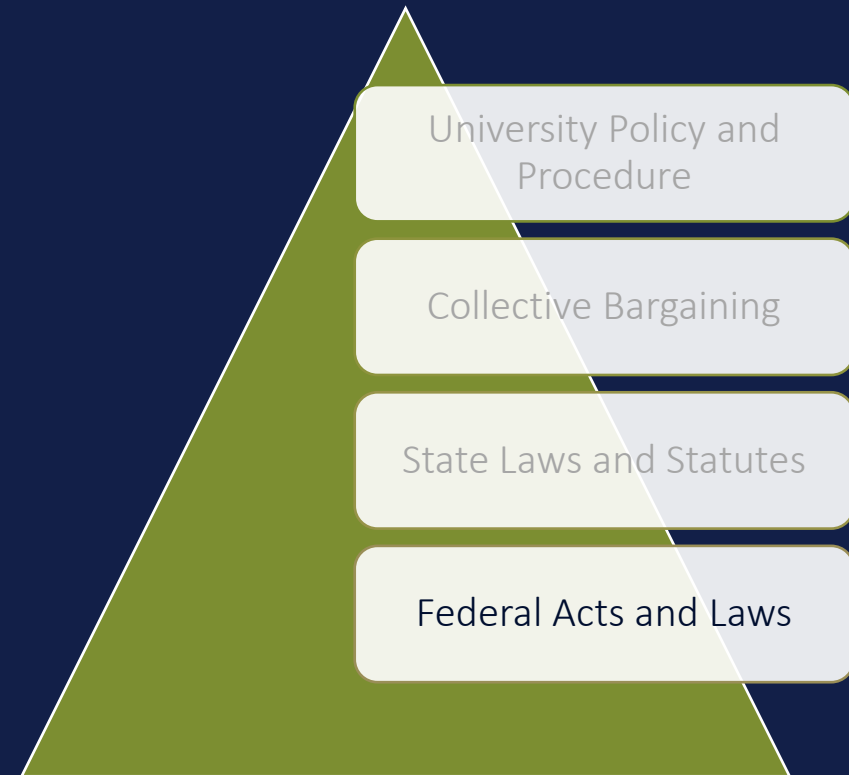
- The learning outcome for this section is
- Understanding the need for Form I-9 compliance and the role you play in this effort.



# ACTIVITY

# FORM I-9 - EMPLOYMENT ELIGIBILITY VERIFICATION

- *Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. Both employees and employers (or authorized representatives of the employer) must complete the form.*
- Created in 1986 as part of the Immigration Reform and Control Act (IRCA)
- There have been a number of revisions over the years
  - Changes include look of the form and acceptable documents



# EMPLOYEE AND EMPLOYER RESPONSIBILITY

## Employee responsibility

- Complete section 1 on or before the 1st day of employment, but not before accepting a job offer
- Provide original documents from the List of Acceptable Documents, for review



## Employer responsibility

# EMPLOYEE AND EMPLOYER RESPONSIBILITY

## Employee responsibility

## Employer responsibility

- Provide instructions and List of Acceptable Documents
- Complete section 2 within 3 business days after first day of employment
- Review original documents and take clear copies
- Submit completed form and copies of documents to Payroll



# PROVISIONS FOR WORKING REMOTELY

## Employer responsibility

- Provide employees with guidance on how to complete the form remotely
- Review fully completed Form I-9 for accuracy and share with Payroll



## Employee responsibility

# PROVISIONS FOR WORKING REMOTELY

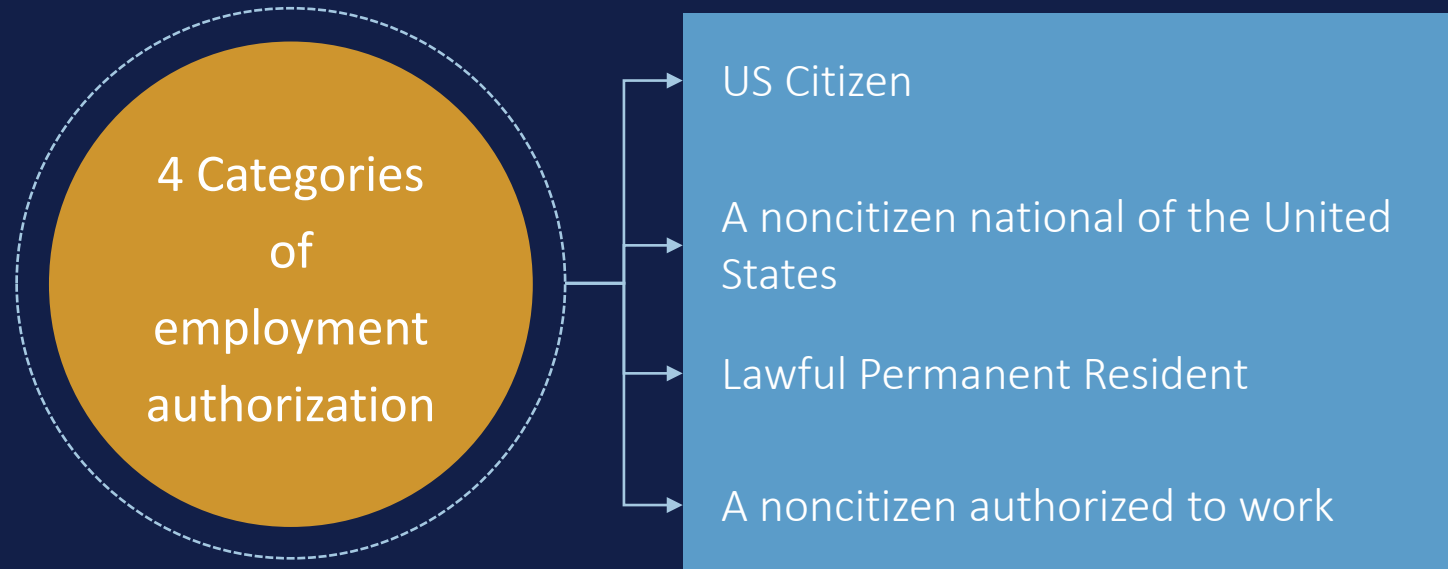
## Employer responsibility

## Employee responsibility

- Complete section 1 on or before the 1st day of employment, but not before accepting a job offer
- Make an appointment with a local notary
- Provide original documents from the List of Acceptable Documents for review
- Notary will complete section 2 on UConn's behalf
- Submit fully completed Form I-9 and document copies, to hiring department

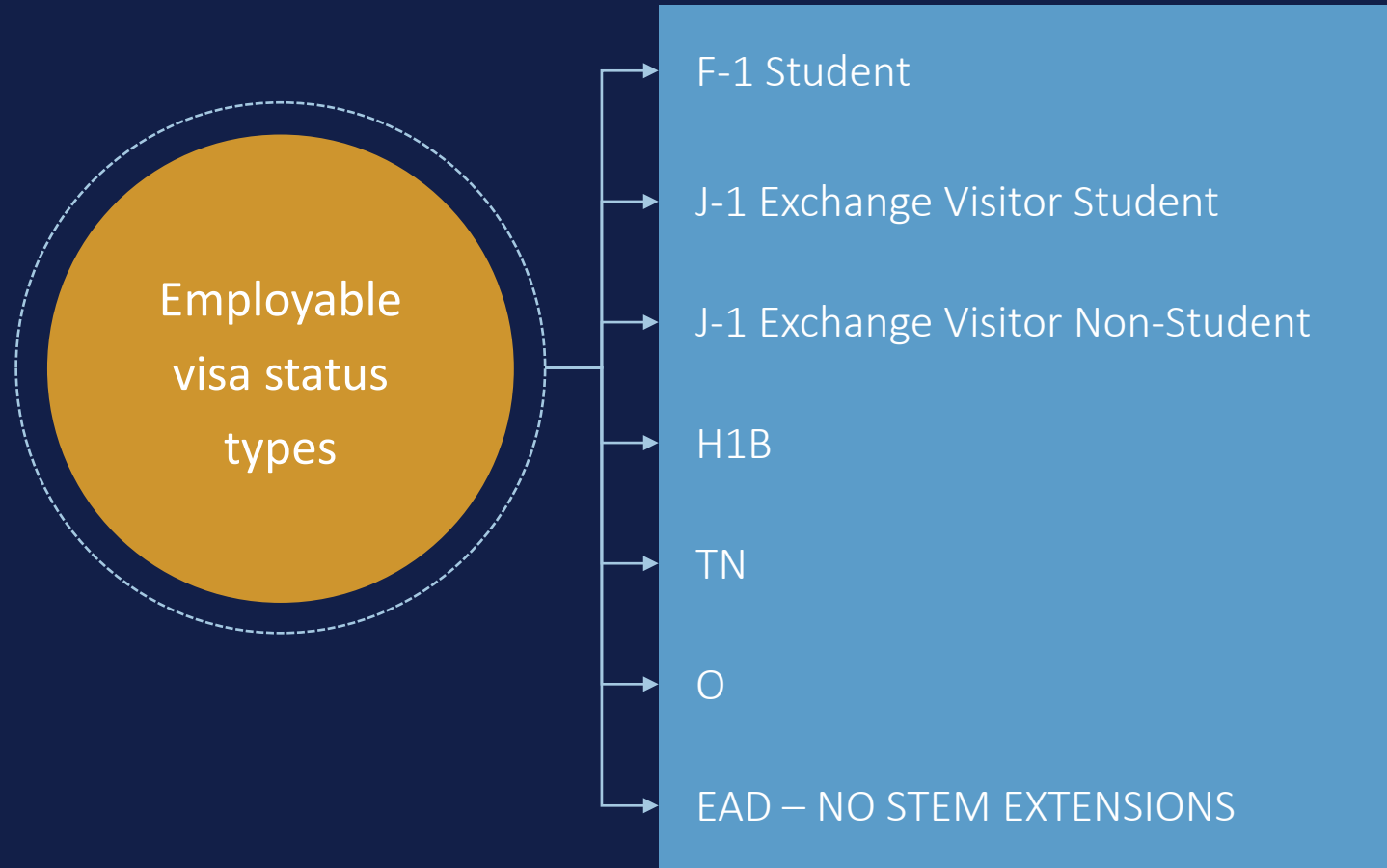


# REQUIRED EMPLOYMENT FORMS: FORM I-9



Did you know?  
Employers are required to retain Form I-9 for at least 3 years from the date of hire, or for one year after separation, whichever is longer.

# REQUIRED EMPLOYMENT FORMS: FORM I-9



# E-VERIFY

- Web-based system
- Used to verify the employment authorization of hired employees in the US
- 2009 federal executive order
  - Mandated the use of E-Verify for all federal contractors and sub-contractors
  - Carve out for higher ed



# STORAGE

- Payroll manages the official Form I-9 file
- All Form I-9's are scanned and housed electronically in KnowledgeLake
  - Retained in accordance with Form I-9 regulations outlined in the Code of Federal Regulations



# PENALTY SCHEDULE

Table 3—U.S. Immigration and Customs Enforcement Civil Penalties Adjustments

Penalty name	Citation	Penalty amount as adjusted in the 2021 FR	Multiplier *	New penalty as adjusted by this final rule
Civil penalties for failure to depart voluntarily, INA section 240B(d)	8 U.S.C. 1229c(d); 8 CFR 280.53(b)(3)	\$1,644-\$8,224	1.06222	\$1,746-\$8,736.
Civil penalties for violation of INA sections 274C(a)(1)-(a)(4), penalty for first offense	8 CFR 270.3(b)(1)(ii)(A)	\$487-\$3,901	1.06222	\$517-\$4,144.
Civil penalties for violation of INA sections 274C(a)(5)-(a)(6), penalty for first offense	8 CFR 270.3(b)(1)(ii)(B)	\$412-\$3,289	1.06222	\$438-\$3,494.
Civil penalties for violation of INA sections 274C(a)(1)-(a)(4), penalty for subsequent offenses	8 CFR 270.3(b)(1)(ii)(C)	\$3,901-\$9,753	1.06222	\$4,144-\$10,360.
Civil penalties for violation of INA sections 274C(a)(5)-(a)(6), penalty for subsequent offenses	8 CFR 270.3(b)(1)(ii)(D)	\$3,289-\$8,224	1.06222	\$3,494-\$8,736.
Violation/prohibition of indemnity bonds	8 CFR 274a.8(b)	\$2,360	1.06222	\$2,507.
Civil penalties for knowingly hiring, recruiting, referral, or retention of unauthorized aliens—Penalty for first offense (per unauthorized alien)	8 CFR 274a.10(b)(1)(ii)(A)	\$590-\$4,722	1.06222	\$627-\$5,016.
Penalty for second offense (per unauthorized alien)	8 CFR 274a.10(b)(1)(ii)(B)	\$4,722-\$11,803	1.06222	\$5,016-\$12,537.
Penalty for third or subsequent offense (per unauthorized alien)	8 CFR 274a.10(b)(1)(ii)(C)	\$7,082-\$23,607	1.06222	\$7,523-\$25,076.
Civil penalties for I-9 paperwork violations	8 CFR 274a.10(b)(2)	\$237-\$2,360	1.06222	\$252-\$2,507.
Civil penalties for failure to depart, INA section 274D	8 U.S.C. 1324d; 8 CFR 280.53(b)(14)	\$823	1.06222	\$874.

\* Office of Mgmt. and Budget, Exec. Office of the President, M-22-07, Implementation of Penalty Inflation Adjustments for 2022, Pursuant to the Federal Civil Penalties Inflation Adjustment Act Improvements Act of 2015 (Dec. 15, 2021) (<https://www.whitehouse.gov/wp-content/uploads/2021/12/M-22-07.pdf>).

## PENALTIES FOR NONCOMPLIANCE

# ACTIVITY

# QUESTIONS

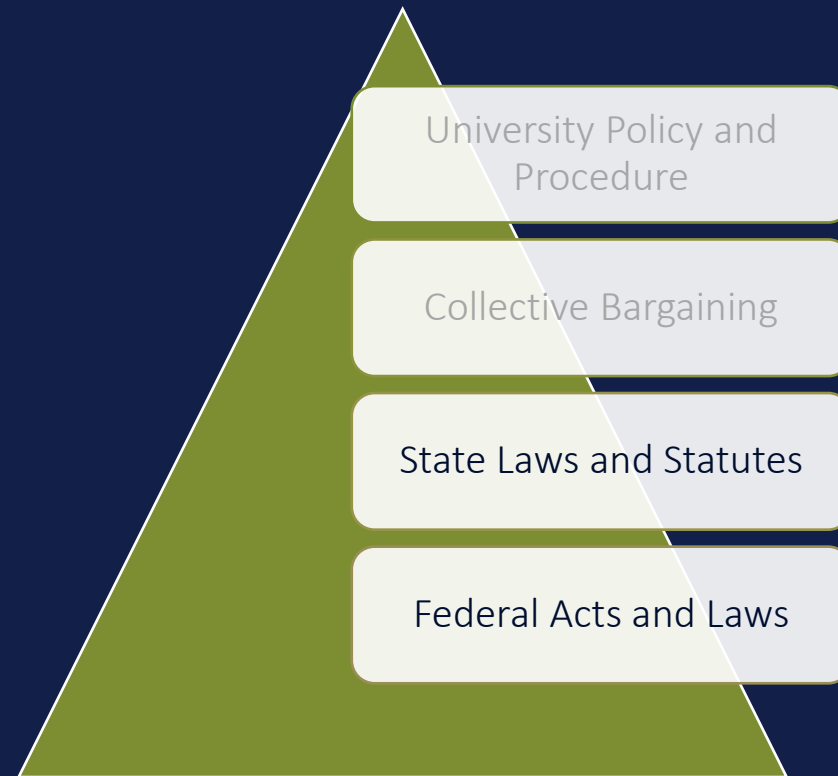


# **YEAR END TAX DOCUMENTATION**

# FORM W-2, WAGE AND TAX STATEMENT

- Governed by the IRS
- Active employees access this form online in Core-CT
- Forms for inactive employees are mailed by the Office of the State Comptroller to the last address in Core-CT

Did you know that the first Form W-2 was issued in 1944 and was a result of the Current Tax Payment Act of 1943



# FORM W-2

Box	Title	Description
1	Wages, Tips and Other	<p>Your reportable income for federal income tax purposes. This figure is calculated by subtracting your total before-tax deductions from your total gross earnings. Some examples of before-tax deductions are:</p> <ul style="list-style-type: none"><li>• Medical Insurance, Dental Insurance and MedFlex</li><li>• Retirement Health Fund</li><li>• DCAP</li><li>• 403(b) and 457 plans</li></ul> <p>Please see your final check stub from December for year-end deduction totals.</p>
3	Social Security Wages	<p>Your wages (up to \$168,600) that are subject to social security tax. This figure represents your total gross earnings:</p> <ul style="list-style-type: none"><li>• Less deductions for health insurance, dental insurance, MedFlex and the retirement health fund.</li><li>• Less student labor, work-study, and graduate payroll payments earned during the academic year.</li></ul> <p>+ Plus the 1% contribution UConn pays for AAUP employees who have State retirement plans.</p>
5	Medicare Wages	<ul style="list-style-type: none"><li>• Less deductions for health insurance, dental insurance, MedFlex and the retirement health fund.</li><li>• Less student labor, work-study, and graduate payroll payments earned during the academic year.</li></ul> <p>+ Plus the 1% contribution UConn pays for AAUP employees who have State retirement plans.</p>

# DOCUMENTS FOR FILING TAX RETURNS

## FORM 1042S

- Reports compensation for services exempt from federal taxes due to tax treaty
- Furnished to employees on or before March 15, 2024

## FORM 1095C

- Provides employees with information regarding health coverage offered by their employer, and in some cases, If you enrolled in this coverage
- Furnished to employees on or before January 31st
- Keep with your tax records

## FORM W2C

- Corrected Wage and Tax Statement

# ACTIVITY

# **ACCESS TO DATA, CORE-CT SECURITY AND FRAUD PREVENTION**

Core-CT contains a significant amount of personally identifiable information (PII). All users of the system have a responsibility to protect their data and that of the employees they are responsible for.

The learning outcome for this section is

- Safeguarding your employee's data by following proper security procedures and how you can guide them to protect their own data.

# **DEPARTMENT ACCESS TO DATA**

# DEPARTMENT ACCESS TO DATA

- Core-CT delivered reports
- Don't be intimidated by running reports!
- There are many Time and Labor reports available to departments to assist with managing timesheets. Here are some of the recommended reports:

Report ID	Report Name	Use
CTHRR460	TRC Usage Report	Can be run by department, group or employee. Can report on specific TRC or Override Reason Code.
CTTLR365	Time and Labor Exceptions Report	Displays exceptions for the department, group or employee. Exceptions will adversely effect pay and must be cleared.

# DEPARTMENT ACCESS TO DATA

## DISTRIBUTED BIWEEKLY AUDIT REPORTS



End Date  
Notification



Visa  
Expiration



Missing I-9



Work-Study  
Report



Why the need  
to  
review/react

Payroll provides these reports to aid departments with compliance and employee record management.

**CORE-CT SECURITY**

# CORE-CT SECURITY



All access requests (both new and changes) should be run through Security Liaisons for each area as they should be familiar with the forms and security procedures



Access request forms should be submitted when an employee has changed departments within the university so that access for the previous department can be revoked.



Access should be limited to only the functionality that is needed to do your job.

# SMART HR ACCESS

- |    |   |
|----|---|
| 01 | As a processor, you cannot both create and approve the same transaction   |
| 02 | As a processor, you should not be creating a transaction for yourself   |
| 03 | Grads and Students should not be Smart HR processors or approvers   |
| 04 | Smart HR Processor access requests should be signed by the appropriate level of authority (Dean, Director, Department Head or above)      |
| 05 | Smart HR Alternate Approver access requests should be signed by the employee granting the Signatory Authority or a higher level authority |

# TIME AND LABOR ACCESS

01

Supervisors should be approving their employees time. Alternate Supervisors and Department time approvers were created as backups for when a supervisor was unavailable to approve time

02

Students should not be supervisors, alternate supervisors or department time approvers in Core as Students should not be approving time; even for other students

03

Time and Labor Department Time Approver access requests should be signed by the appropriate level of authority (Dean, Director, Department Head or above)

04

Time and Labor Alternate Supervisor access requests should be signed by the employee granting the Signatory Authority or by a higher level authority (Dean, Director, Department Head or above)

# **FRAUD PREVENTION**

# DATA PROTECTION RESPONSIBILITY

## NEVER

- Share your NetID Password
- Provide your log in credentials to anyone
- Provide your Social Security Number and/or date of birth in an email
- Provide your bank account information in an email
- Store your credentials (ID and Password) in the browser for ease of access

## WATCH OUT FOR

- Email requests for personal identification information (PII)
- Phishing emails requesting that you log into a site via suspicious links to view your payroll information
- Email attachments from unknown senders
- Downloading documents with PII, such as your W-2 when using a computer that is not your own personal machine

## ALWAYS

- Verify the sender and look for bad spelling and grammar
- Sign out of Core-CT at the end of your session, especially if you are using a public computer

UConn Payroll, the Office of the State Comptroller and other state and federal agencies (such as the IRS) will NEVER ask for any PII information via email! When in doubt, please call us!

# DOCUMENT SHARING

## FORM I-9

- Use link provided on Payroll's website
- This link is for departments submitting completed forms, not for employees submitting documents
- In the name section, enter the employees name, not your name

## FEDERAL AND CT W4

- Use link provided on Payroll's website
- This link is for employees or departments
- Employees have the option to update their Federal W4 in Core-CT directly

## DIRECT DEPOSIT

- Use the link provided on Payroll's website
- This link is for employees or departments
- Employees have the option to update their Direct Deposit information directly in Core-CT

Email is not a secure method of submitting documents containing PII. If you have issues using OneDrive, please reach out to us for other methods of submission.

# DEPARTMENT RESPONSIBILITY

## Protecting your employee's data

- Never share your NetID Password
- Never provide your log in credentials to anyone

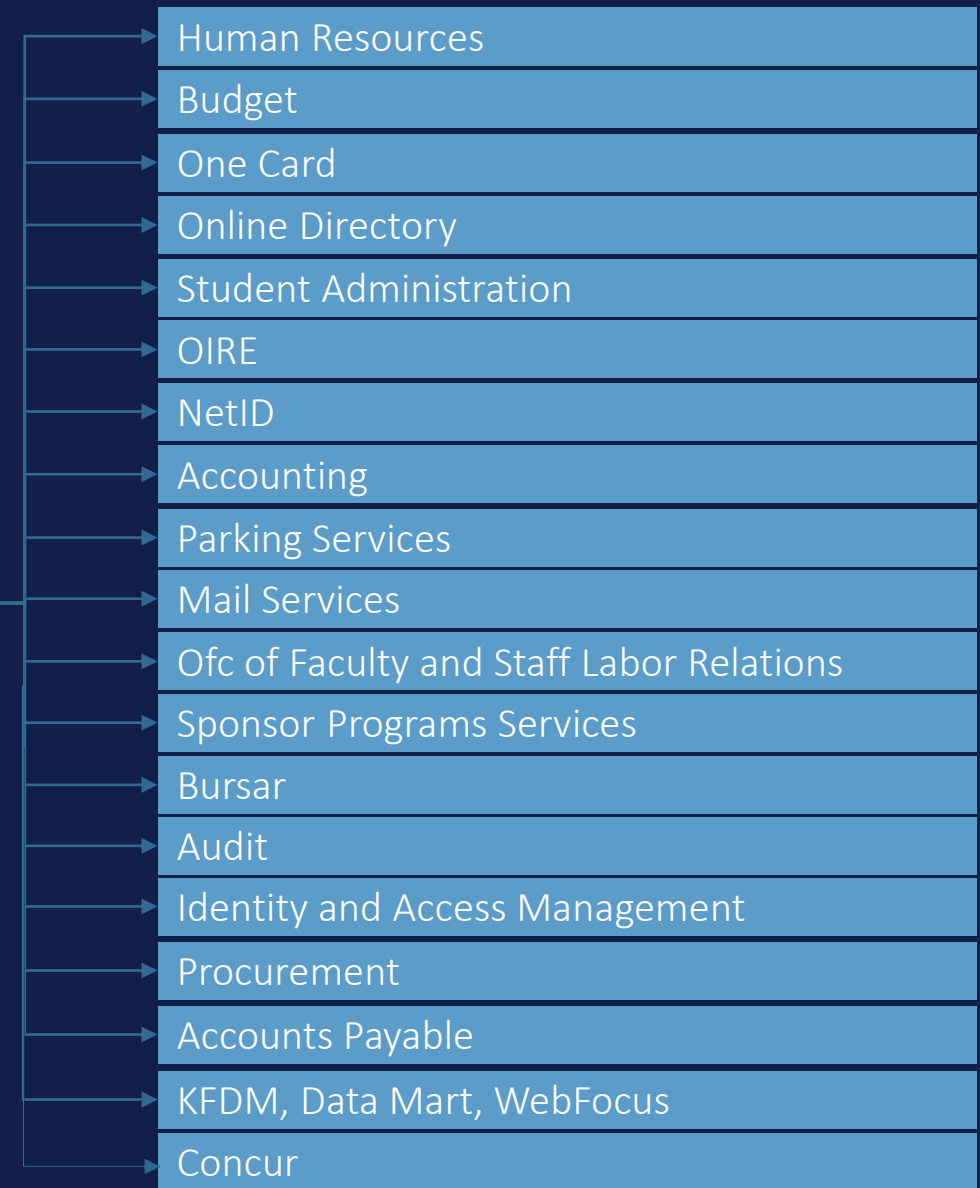
## Secure methods of sending documents with PII

- Why is Personally Identifiable Information (PII) required?

# ACTIVITY

## Learning Outcome:

Recognizing that Payroll is a conduit for more than just pay and that employee information is used by many university departments. Inaccurate data can affect your employees in surprising ways.



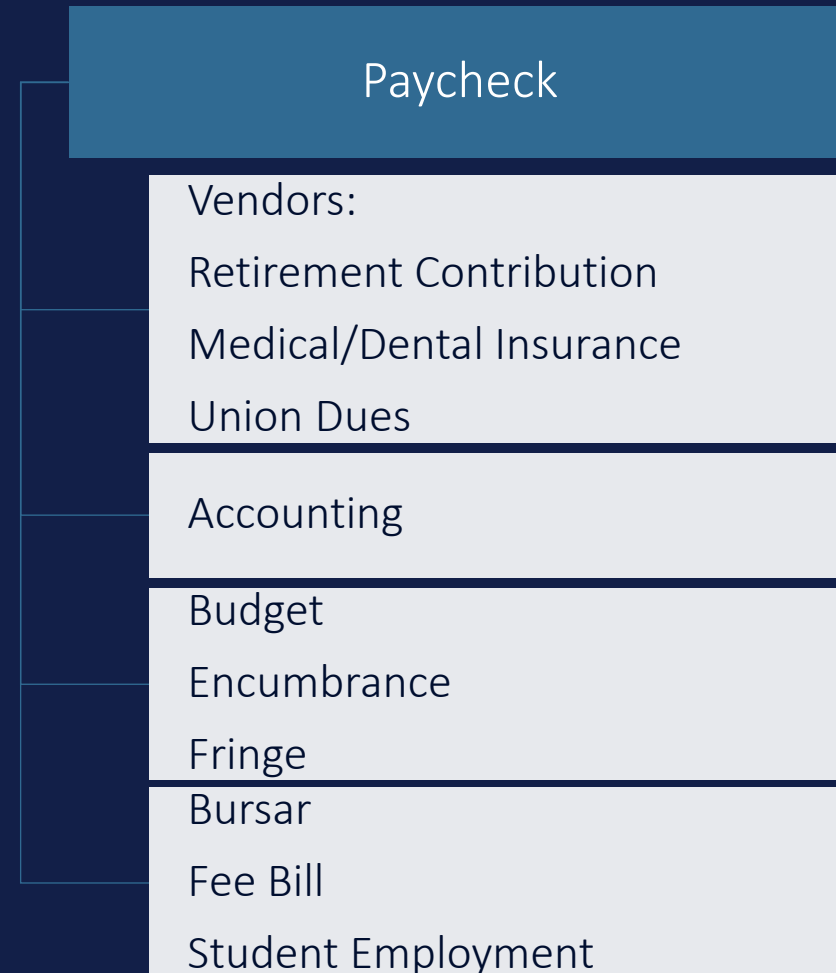
## Learning Outcome:

Recognizing that Payroll is a conduit for more than just pay and that employee information is used by many external entities.

Inaccurate data can affect your employees in surprising ways.



# WHAT HAPPENS AFTER YOUR PAYCHECK IS ISSUED?



# PAYCHECK CHECKUP



Direct Deposit



Managing your tax withholdings

- Impact of tax law changes



Taking advantage of supplemental benefits






- Defined Contribution
  - 403B
  - 457
- DCAP
- MedFlex





Freezing your credit

# EXPECTATIONS

## WHAT YOU CAN EXPECT FROM US:

-  Compliance with federal, state, and University regulations, policies and procedures
-  Professionalism
-  Quality customer service
-  Responsiveness
-  Training

## WHAT WE EXPECT FROM YOU:

-  Compliance with federal, state, and University regulations, policies and procedures
-  Professionalism
-  Responsiveness
-  Adhering to posted deadline schedules
-  Auditing information prior to submitting or approving

## KEY TAKE AWAYS:

-  Understanding your role with compliance
-  Timely and accurate payments
-  Share what you learned
-  Review! Review! Review!

# QUESTIONS

