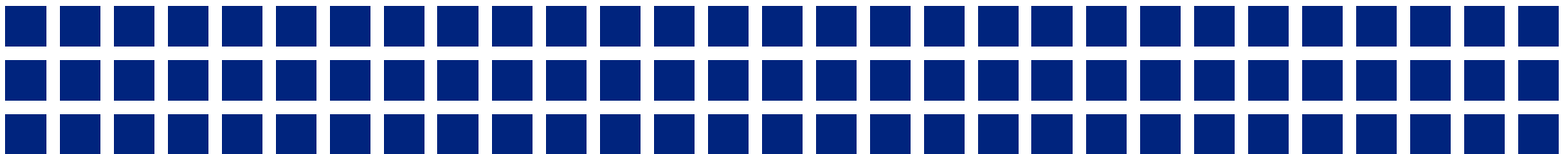


Solving Common Web Time Entry & Payroll Problems

Spectrum Workshop
Danny Linton & Judith Dallas

August 9, 2007



Agenda

- Common WTE Issues for Employees
- Common WTE Issues for Approvers, Proxies, and Acknowledgers
- Common Payroll Issues
- Questions

Common WTE Issues for Employees

Save vs. Submit for Approval

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

** I certify that the time and/or leave entered represents a true and accurate record of my time and/or leave. I am responsible for any changes made to this record using my ID.*

Leave Report

Title and Number: Web Admin and Developer -- 009361-00
Department and Number: Business & Finance Support Services -- 501000
Leave Report Period: Jul 01, 2007 to Jul 31, 2007
Submit By Date: Aug 07, 2007 by 04:30 P.M.

Earning: Annual Leave
Date: Jul 03, 2007
Hours:

Earning	Total Hours	Total Units	Sunday Jul 01, 2007	Monday Jul 02, 2007	Tuesday Jul 03, 2007	Wednesday Jul 04, 2007	Thursday Jul 05, 2007	Friday Jul 06, 2007	Saturday Jul 07, 2007
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	5.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Inclement Weather - Leave Rptg	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement - Leave Rptg	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave - Leave Rptg	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty - Leave Rptg	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voting Leave - Leave Rptg	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	5.5		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

- Save holds your entries but keeps document in your possession
- Submit for Approval releases timesheet to supervisor and employee is locked out!

Reporting Holidays & Overtime

- Biweekly employees must enter 7.5 on Holiday Pay line for University holidays
 - If you physically work on the holiday, enter both regular hours worked AND 7.5 holiday hours
- WTE does not calculate overtime for you, so remember:
 - 37.5 hours regular time
 - 2.5 hours straight overtime
 - Anything above 40 hours is premium overtime
- Overtime is calculated on a Saturday thru Friday basis
 - Each biweekly pay period contains two Sat-thru-Fri periods
 - Holiday pay hours DO count as regular hours towards premium overtime, applicable during the work week in which the holiday fell
 - Sick leave, annual leave, etc. do NOT count towards premium overtime

Reporting Holidays & Overtime: Examples

- Employee A is present at work for 30 hours in week 1, has 1 holiday, and took 1 day (7.5) as sick leave. The hours reported would be as follows:
 - 7.5 Holiday
 - 7.5 Sick Leave
 - 22.5 Regular Pay
 - 7.5 Straight Overtime
- Employee B is present for 37.5 hours in week 1, has 1 holiday and did not take any other time off. The hours reported would be as follows:
 - 7.5 Holiday
 - 30.0 Regular Pay
 - 2.5 Straight Overtime
 - 5.0 Premium Overtime

If You Start It, Do Something With It!

Pending									
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information	
U00010252	Sanchelle Reshae Barrett 003320 - 00	Override	75.10	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
U00017843	Aaron Paul Brock 001274 - 00	Override	75.70	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
U00002935	Elaine Calhoun 011099 - 00	Override	77.20	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
U00008532	Samuel Leroy Chambers 003926 - 00	Override	.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
U00001388	Kristen M Clements 001444 - 00	Override	75.20	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
U00001546	William Darrell Huddleston 002091 - 00	Override	86.80	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
U00017205	Courtney R Mayes 003926 - 00	Override	54.10	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
U00010200	Nicole I McNeal 003926 - 00	Override	51.60	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
U00001592	Joyce A Mitchell 012005 - 00	Override	80.60	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
U00014755	John Freemont Sharpe 001126 - 00	Override	75.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
U00003352	Michele D Shouse 001794 - 00	Override	87.50	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
U00002571	Trevor Dennis Stack 001875 - 00	Override	77.80	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
U00002571	Trevor Dennis Stack 001875 - IN	Override	77.80	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
U00002071	Ernestine Stearns 002349 - 00	Override	79.40	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
U00010089	Danyell Thompson 003926 - 00	Override	47.30	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
U00010389	Clifton D Weaver 003926 - 02	Override	40.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
Error									
Error ID	Name and Position	Total Hours	Total Units	Other Information					
U00001366	Karen M Parker 003290 - 00		.00	.00 Errors					

Routing Queue	
Name	Action and Date
Karen M Parker	Originated Jul 18, 2007 01:37 pm
Julienne Young-Watkins	In the Queue
William Darrell Huddleston	In the Queue
Joyce A Mitchell	In the Queue
Angela Graziani Floyd	In the Queue

- Viewing and entering anything to your time sheet/leave report opens it to you AND your supervisor (**GOOD!**)
- Just viewing your time sheet/leave report opens it to YOU ONLY (**BAD!**)

Strange Error Messages

- “Time Transaction Already Exists”
 - What it means: Employee attempted to start a time sheet that has already been initiated and is in an **In Progress** status.
 - This error can occur when a user clicks on the Web browser back button after previously selecting and starting a time sheet.
- “Submit Not Allowed”
 - A record was attempted to be submitted more than once.
 - This error can occur when the user double-clicks on the Submit for Approval button, or if the user attempts to use the Web browser back button and make changes to the record after it has been submitted.
 - No button or link in WTE requires a double-click!
- “You have no records available at this time. Please contact your Payroll Administrator if you have any questions.”
 - Your routing/approval queue has an error. (bftech@memphis.edu)
 - You may be clicking on the wrong type of time/leave record.
 - Your employee record has not been set to *Time/Leave Reporting via the Web* on your NBAJOBS record.

Strange Error Messages

- Use online Help in Web Time Entry for a complete list of errors and warning & what they *really* mean.

spectrum

back to Employee Tab

e-mail datebook groups admin logout help

Personal Information Student and Financial Aid Faculty Services **Employee** Finance

SITE MAP **HELP**

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

* I certify that the time and/or leave entered represents a true and accurate record of my time and/or leave. I am responsible for any changes made to this record using my ID.

Leave Report

Title and Number: Web Admin and Developer -- 009361-00
Department and Number: Business & Finance Support Services -- 501000
Leave Report Period: Jul 01, 2007 to Jul 31, 2007
Submit By Date: Aug 07, 2007 by 04:30 P.M.

Earning	Total Hours	Total Units	Sunday Jul 01, 2007	Monday Jul 02, 2007	Tuesday Jul 03, 2007	Wednesday Jul 04, 2007	Thursday Jul 05, 2007	Friday Jul 06, 2007	Saturday Jul 07, 2007
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	5.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Inclement Weather - Leave Rptg	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement - Leave Rptg	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave - Leave Rptg	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty - Leave Rptg	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voting Leave - Leave Rptg	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	5.5		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

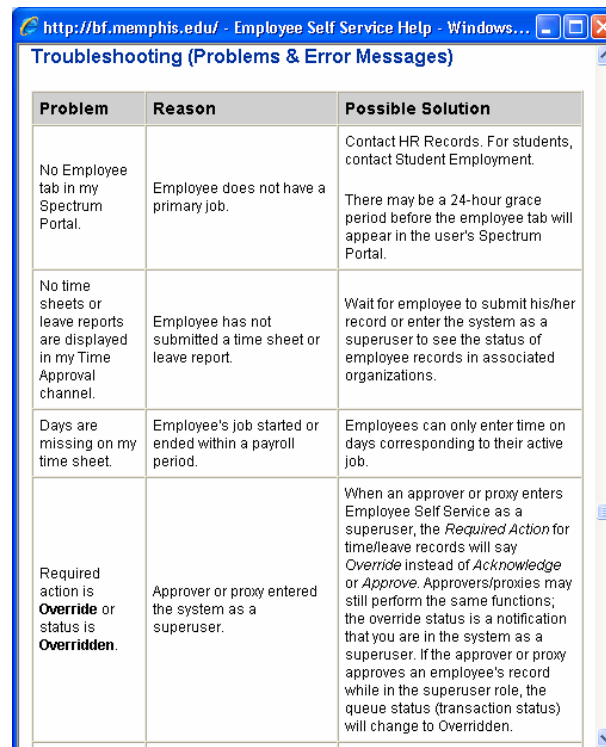
Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 7.2.1.1

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Strange Error Messages

- Use online Help in Web Time Entry for a complete list of errors and warning & what they *really* mean.



The screenshot shows a web browser window titled "http://bf.memphis.edu/ - Employee Self Service Help - Windows...". The main content is a table titled "Troubleshooting (Problems & Error Messages)". The table has three columns: "Problem", "Reason", and "Possible Solution".

Problem	Reason	Possible Solution
No Employee tab in my Spectrum Portal.	Employee does not have a primary job.	Contact HR Records. For students, contact Student Employment. There may be a 24-hour grace period before the employee tab will appear in the user's Spectrum Portal.
No time sheets or leave reports are displayed in my Time Approval channel.	Employee has not submitted a time sheet or leave report.	Wait for employee to submit his/her record or enter the system as a superuser to see the status of employee records in associated organizations.
Days are missing on my time sheet.	Employee's job started or ended within a payroll period.	Employees can only enter time on days corresponding to their active job.
Required action is Override or status is Overridden .	Approver or proxy entered the system as a superuser.	When an approver or proxy enters Employee Self Service as a superuser, the <i>Required Action</i> for time/leave records will say <i>Override</i> instead of <i>Acknowledge</i> or <i>Approve</i> . Approvers/proxies may still perform the same functions; the override status is a notification that you are in the system as a superuser. If the approver or proxy approves an employee's record while in the superuser role, the queue status (transaction status) will change to Overridden.

Common WTE Issues for Approvers, Proxies, and Acknowledgers


Leave Balance Shortages

- Biweekly employees
 - Leave banks cascade from sick leave to annual leave to leave without pay
 - Biweekly employees' leave balances are NOT viewable in WTE for approvers
 - The system will notify you of any possible leave shortages but will not prevent approval
 - Since biweekly employees automatically roll into leave without pay, overpayment will not occur
- Monthly employees
 - Leave banks cascade still from sick leave to annual leave to leave without pay, but pay is not docked automatically
 - Monthly employees' leave balances ARE viewable in WTE for approvers
 - The system will notify you of any possible leave shortages but will not prevent approval
 - Monthly employees are paid a flat amount per month and would need to be "docked" manually on a future check, if necessary (contact Employee Records if this is the case)

Catching Overtime Errors

- Always look at the detail, not just the totals!
Your employee may have entered his overtime incorrectly, but you will not notice this unless you view the detail. Click the employee's name to do this.

Department Summary

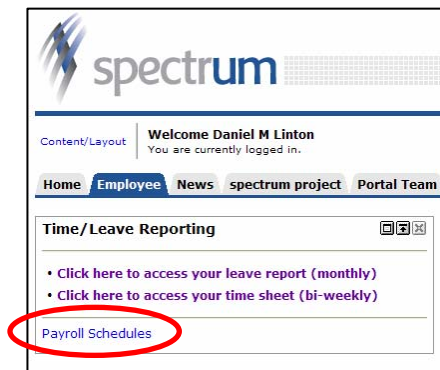
 Select the employee's name to access additional details.

COA: U, University of Memphis
Department: 501000, Business & Finance Support Services
Pay ID: BW, Bi-Weekly
Pay Period: Jul 21, 2007 to Aug 03, 2007
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Closed as of Aug 06, 2007, 10:00 A.M.

Completed									
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information	
U00002692	Carl F Hess 002459 - 00		75.00	.00	Approved				
U00019098	David I Kelly 002111 - 00		75.00	.00	Approved				
U00011564	Mary K Rutter 004145 - 03		45.00	.00	Approved				

Knowing Your Pay Numbers

- Pay numbers for monthly leave reports correlate to the number of the month
- Pay numbers for biweekly time sheets go numerically from 1 to 26; pay numbers are listed on the Payroll Schedules link in the Time/Leave Reporting Channel
- Fill this form out from top down, not bottom up!



The screenshot shows the 'Approver Selection' form. The form includes the following fields and options:

- Type of Records:** Time Sheets (dropdown)
- Year:** 2007 (dropdown)
- Pay ID:** BW, Bi-Weekly (dropdown)
- Pay Number:** 15 (dropdown, circled in red)
- COA:** U, University of Memphis
- Department:** ALL (dropdown)
- Sort Order:** (dropdown)
- Sort employees':** (dropdown)
- Sort employees':** (dropdown)
- Select:** (button)
- RELEASE: 7.0**

The department list includes the following entries:

- 100000, Office of President
- 102000, University Counsel
- 108000, Faculty Senate
- 109000, Affirmative Action
- 120000, Internal Audit
- 200000, Provost Office
- 200105, Faculty Administrative Services
- 200300, Space Planning
- 201000, College of Arts and Sciences
- 202000, Anthropology
- 202100, Anth C Williams
- 202101, Anth S Kedia
- 203000, Biology
- 203103, Biol B Simco
- 203106, Biol T Gartner
- 203107, Biol T Sutter
- 203108, Biol B Taller
- 203117, Biol J Cole
- 204000, Chemistry
- 205000, English
- 206000, Foreign Languages
- 207000, Earth Sciences
- 208000, History
- 208100, Oral History
- 209000, Mathematics
- 209100, Math B Bollobas
- 210000, Computer Science
- 210101, Comp Sci D Dasgupta
- 211000, Philosophy

Dude, Where's My Org?

- Until at least one employee within an org has started his/her time sheet or leave report, that org will NOT show up in the Department drop-down box
- If you have this situation, select ALL

Approver Selection

Select Time Sheets or Leave Request, the Pay Year, Pay ID, Pay Number,

Type of Records: Time Sheets

Year: 2007

Pay ID: BW, Bi-Weekly

Pay Number: 15

COA: U, University of Memphis

Department: ALL

Sort Order

Sort employees'

Sort employees'

Select

RELEASE: 7.0

100000, Office of President
102000, University Counsel
108000, Faculty Senate
109000, Affirmative Action
120000, Internal Audit
200000, Provost Office
200105, Faculty Administrative Services
200300, Space Planning
201000, College of Arts and Sciences
202000, Anthropology
202100, Anth C Williams
202101, Anth S Kedia
203000, Biology
203103, Biol B Simco
203106, Biol T Gartner
203107, Biol T Sutter
203108, Biol B Taller
203117, Biol J Cole
204000, Chemistry
205000, English
206000, Foreign Languages
207000, Earth Sciences
208000, History
208100, Oral History
209000, Mathematics
209100, Math B Bollobas
210000, Computer Science
210101, Comp Sci D Dasgupta
211000, Philosophy

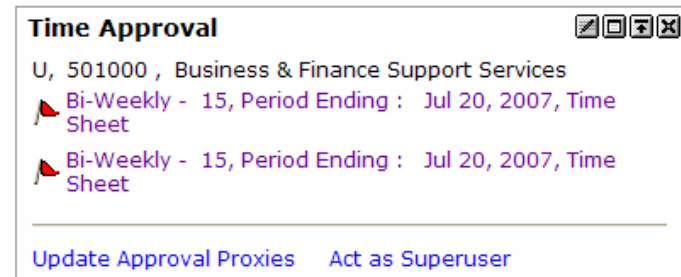
Extract Everybody!

- **NEVER** leave any employees in your org in Not Started status
 - Even if they didn't work any hours/take any leave during that pay period, extract them and enter at least one zero (0), then submit & approve

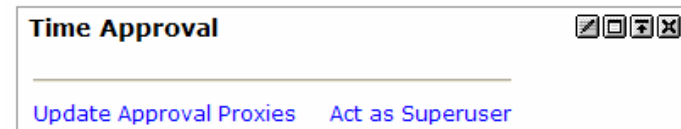
Pending									
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information	
U00018230	Saladine Ali Adoum SW0400 - 00	Override	41.50	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
U00090619	Fatoumata L Diallo 008333 - 00	Override	50.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
U00002930	Dorothy Jean Gillard 003091 - 00	Override	75.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record	
Approved									
ID	Name and Position	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information	
U00011619	Clay Marlin Cooper 007782 - 03		.00	.00	Overridden				
U00009629	JeVonda Juaneeta Flint 007782 - 02		5.20	.00	Overridden				
U00190130	Grace D Givens 007782 - 00		8.00	.00	Overridden				
U00009794	Doris A Johnson 007782 - 03		24.00	.00	Overridden				
U00011118	Wei Li 007782 - 00		15.00	.00	Overridden				
U00146585	Adam S Mallory 007782 - 02		19.00	.00	Overridden				
U00008415	Rebecca E McMahon 007782 - 00		5.00	.00	Overridden				
U00009924	Betty Kay Rudolph 007782 - 03		3.50	.00	Overridden				
U00171591	Matthew A Teal 008333 - 00		1.30	.00	Overridden				
In Progress									
ID	Name and Position	Total Hours	Total Units	Other Information					
U00040494	Derek Matthew Gray 007782 - 00		3.00	.00					
Not Started									
ID	Name and Position	Other Information							
U00014982	Collin James Bastien 007782 - 00	Extract							
U00135505	Celia K Pruitt 007782 - 00	Extract							

Portal Channel Issues

- Double line items
 - Sometimes Approvers see duplicates in their time approval channels
 - Processing one line item will handle them both
- Red-flagged items that never go away
 - Only a major concern for approvers
 - Acknowledgers can remove these by acknowledging all employees (even after the close of the pay period) and re-logging in



- Remember, proxies do not see anything in Time Approval channel
 - As a proxy, the system is not waiting on you to take action in the same manner that it is waiting on an approver to do so



- The "Update Approval Proxies" link in the Time Approval Channel does not work but is irremovable. If you need to update your proxies, fill out the appropriate form on the BFSS Web site.

Other Issues

- Look at your students prior to the day time sheets are due to ensure they are listed accurately; deadline day is often too late to make changes
- If Required Action column says Override, that means the user currently logged in would be acting ahead of the employee who has yet to submit the document

Strange Error Messages

- “Approval Not Allowed”
 - A record was attempted to be approved more than once.
 - This error can occur when the approver double-clicks on the Approve button, or attempts to use the Web browser back button to return to records already approved.
- “No hours entered.”
 - No hours have been entered into the **time sheet** and the record is in *Error* status.
 - Biweekly-paid time sheets must always contain at least one zero (0) entered into an earnings code (Enter Hours) field when the employee does not have any time to report for the payroll period. Not entering a zero (0) results with the record being placed in an Error status where it can not be approved.
 - The employee (the originator) must restart the time sheet to clear the error and enter a zero (0) in one of the Enter Hours fields. Then submit the record for approval.
 - If the employee originated and submitted the time sheet without entering any time, the superuser can not enter time, submit, or approve the record. The record will remain in error status for payroll processing.

Other Common Payroll Issues

Extra Compensation Form

- Make sure you are using the latest version of the form. Latest version online at: bf.memphis.edu/hr/forms/extracomp.pdf
- Make sure name and Banner ID are for the SAME person
 - To make sure you have the correct information, you may go to NBAJOBS in Banner INB. If you have the appropriate security and the employee's home ORG is your ORG, then you should be able to view the information.
 - Also from NBAJOBS, you can get the information to complete the Employee's Home Department (Name of Department), the Timesheet ORG (this is a 6 digit number on the Payroll Default tab), and E-Class (obtained from the Job Detail tab)
- Leave the Payroll area blank

The University of Memphis
Extra Compensation Authorization & Payment Request

Employee Name (Last, First, M.I.) _____ 2. _____ Banner ID _____

Employee's Home Department _____ Timesheet Org _____ E-Class _____ *Position No. _____ *Suffix _____
Per Form: M-016

4. _____
*Rank/Title _____

5. Describe Services to be Performed. (Be specific; attach additional sheet if necessary)

6. Describe formula to determine total pay: _____

7. Earnings Code/Account Code

9-Month (Academic Year) Faculty (Check One)				12-Month (Fiscal Year) Faculty/Staff (Check One)			
Academic Year Extra Compensation		Summer Compensation		Academic Year Extra Compensation		Summer Compensation	
Earnings / Service Code	Account Code	Earnings / Service Code	Account Code	Earnings / Service Code	Account Code	Earnings / Service Code	Account Code
Non-Credit Instruction 133	61252	Consulting Services 137	61250	Non-Credit Instruction 133	61252	Non-Credit Instruction 133	61252
Sponsored Research 135	61250	Public Service 138	61250	Sponsored Research 135	61254	Other Services 136	61250/61650
Other Services 136	61250	Dual Services Contract 139	61250	Other Services 136	61254	Consulting Services 137	61250/61650
		Career Leader 075	61250	Public Service 138	61254	Dual Services Contract 139	61250
				Administrative Chair/Director 221	61255	Public Service 138	61250/61650

8. Before services are performed, CERTIFICATION OF COMPLIANCE WITH UNIVERSITY PROCEDURES:
EMPLOYEE and HOME DEPARTMENT: We certify that the services to be performed are in addition to the normal duties and responsibilities of the regular job and will be performed outside of the regular work schedule. If not outside the regular work schedule, approved annual leave for this time has been scheduled and will be taken. We have read and will comply with [University Policy](#) for Extra Compensation. We also understand that excess payments for extra compensation may be returned to the University through payroll deduction.

a) Employee Signature _____ Date _____
b) Signature of Employee's Home Department Head _____ Date _____

9. Before services are performed, EMPLOYING DEPARTMENT (where services will be charged) completes the following:

a) Index/Fund/Organization/Account Code/Program	Pay Amount	Dates Work Performed	Payment Date*
1. _____	\$ _____	_____	_____
2. _____	\$ _____	_____	_____
3. _____	\$ _____	_____	_____

b) Contact Person for FOAP Information: _____ Name _____ Phone # _____ Email _____

c) I certify that as the EMPLOYING OFFICIAL I have ensured that the arrangements for this service and requested payments are in compliance with University Policies and Procedures and that Department or College funds are available for this payment. I understand that I am responsible for notifying the Payroll Office if the above work is NOT complete as described.

Signature of Employing Chair/Department Head _____ Date _____ Signature of Employing Dean _____ Date _____

10. After services are performed the signatures below are required.

a) I certify that the above work has been completed: Employee Signature: _____ Date _____

As the EMPLOYING Official, we certify that the services were provided as described above and that funds are available for payment.

b) Approved by: _____ Approval of Employing Chair/Activity Head _____ b) Approved by: _____ Approval of Employing Dean/Director _____

Forward the original completed and signed form to Payroll. Retain an additional copy for your records.
*PAYMENT WILL BE PROCESSED ON THE NEXT REGULAR PAYROLL AFTER WORK IS COMPLETED PROVIDED THIS PROPERLY COMPLETED FORM IS RECEIVED IN PAYROLL NO LATER THAN THE FIFTH DAY OF THE MONTH TO BE PAID.
A Tennessee Board of Regents Institution / An Equal Opportunity/Affirmative Action University

Extra Compensation Form (cont.)

- Be sure to mark the Earnings Code/Account Code section (Section 7).
- Make sure the FOAP information is correct in Section 9. Incorrect FOAP information will result in charges going to the wrong account.
 - If you do not know your FOAP, you may find out the Fund, ORG and Program via Self-Service by typing in the Index number.
 - If you type in an invalid Index number, the Fund, ORG and Program from the previous query **WILL NOT** disappear. Please check to make sure there is not "Index not valid" at the top.

The University of Memphis Extra Compensation Authorization & Payment Request

1. Employee Name (Last, First, M.I.) _____ 2. Banner ID _____

3. Employee's Home Department _____ Timesheet Org _____ E-Class _____ *Position No. _____ *Suffix _____
Per Form 1042-010

4. _____

*Rank/Title _____

5. Describe Services to be Performed. (Be specific; attach additional sheet if necessary)

6. Describe formula to determine total pay: _____

7. Earnings Code/Account Code

9-Month (Academic Year) Faculty (Check One)						12-Month (Fiscal Year) Faculty/Staff (Check One)			
Academic Year Extra Compensation		Summer Compensation							
Earnings Code	Account Code	Earnings Code	Account Code	Earnings Code	Account Code	Earnings Code	Account Code	Earnings Code	Account Code
Non-Credit Instruction	133 61252	Consulting Services	137 61250	Non-Credit Instruction	133 61252	Non-Credit Instruction	133 61252		
Sponsored Research	135 61250	Public Service	138 61250	Sponsored Research	135 61254	Other Services	136 61250/61650		
Other Services	138 61250	Dual Services Contract	139 61250	Other Services	138 61254	Consulting Services	137 61250/61650		
		Career Leader	075 61250	Public Service	138 61254	Dual Services Contract	139 61250		
				Administrative Chair/Director	221 61255	Public Service	138 61250/61650		

8. Before services are performed, CERTIFICATION OF COMPLIANCE WITH UNIVERSITY PROCEDURES:
 EMPLOYEE and HOME DEPARTMENT: We certify that the services to be performed are in addition to the normal duties and responsibilities of the regular job and will be performed outside of the regular work schedule. If not outside the regular work schedule, approved annual leave for this time has been scheduled and will be taken. We have read and will comply with [University Policy](#) for Extra Compensation. We also understand that excess payments for extra compensation may be returned to the University through payroll deduction.

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a) Index/Fund/Organization/Account Code/Program	Pay Amount	Dates Work Performed	Payment Date*
1. _____	\$ _____	_____	_____
2. _____	\$ _____	_____	_____
3. _____	\$ _____	_____	_____

b) Contact Person for FOAP Information: _____ Name _____ Phone # _____ Email _____

c) I certify that as the EMPLOYING OFFICIAL I have ensured that the arrangements for this service and requested payments are in compliance with University Policies and Procedures and that Department or College funds are available for this payment. I understand that I am responsible for notifying the Payroll Office if the above work is NOT complete as described.

Signature of Employing Chair/Department Head _____ Date _____ Signature of Employing Dean _____ Date _____

10. After services are performed the signatures below are required.

a) I certify that the above work has been completed: Employee Signature: _____ Date _____

As the EMPLOYING Official, we certify that the services were provided as described above and that funds are available for payment.

b) Approved by: _____ Approval of Employing Chair/Activity Head _____ b) Approved by: _____ Approval of Employing Dean/Director _____

Forward the original completed and signed form to Payroll. Retain an additional copy for your records.
 *PAYMENT WILL BE PROCESSED ON THE NEXT REGULAR PAYROLL AFTER WORK IS COMPLETED PROVIDED THIS PROPERLY COMPLETED FORM IS RECEIVED IN PAYROLL NO LATER THAN THE FIFTH DAY OF THE MONTH TO BE PAID.
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Extra Compensation Form (cont.)

- Make sure ALL signatures are completed (Sections 8, 9 and 10). Missing signatures will delay in payment to the employee.
- Employee cannot be paid for services until AFTER the work is completed (the month AFTER the dates of service).

The University of Memphis Extra Compensation Authorization & Payment Request

1. Employee Name (Last, First, M.I.) _____ 2. Banner ID _____

3. Employee's Home Department _____ Timesheet Org _____ E-Class _____ *Position No. _____ *Suffix _____
Per Payroll Use Only

4. *Rank/Title _____

5. Describe Services to be Performed. (Be specific; attach additional sheet if necessary)

6. Describe formula to determine total pay: _____

7. Earnings Code/Account Code

9-Month (Academic Year) Faculty (Check One)				12-Month (Fiscal Year) Faculty/Staff (Check One)			
Academic Year Extra Compensation		Summer Compensation		Academic Year Extra Compensation		Summer Compensation	
Earnings / Account Code	Earnings / Account Code	Earnings / Account Code	Earnings / Account Code	Earnings / Account Code	Earnings / Account Code	Earnings / Account Code	Earnings / Account Code
Non-Credit Instruction 133 61250	Consulting Services 137 61250	Non-Credit Instruction 133 61250	Non-Credit Instruction 133 61250	Non-Credit Instruction 133 61250		Non-Credit Instruction 133 61250	
Sponsored Research 135 61250	Public Services 138 61250	Sponsored Research 135 61254	Sponsored Research 135 61254	Other Services 138 61250/61650		Other Services 138 61250/61650	
Other Services 138 61250	Dual Services Contract 139 61250	Other Services 136 61254	Other Services 136 61254	Consulting Services 137 61250/61650		Consulting Services 137 61250/61650	
	Career Ladder 075 61250	Public Service 138 61254	Public Service 138 61254	Dual Services Contract 139 61250		Dual Services Contract 139 61250	
		Administrative Chair/Director 221 61255	Administrative Chair/Director 221 61255	Public Service 138 61250/61650		Public Service 138 61250/61650	

8. Before services are performed, CERTIFICATION OF COMPLIANCE WITH UNIVERSITY PROCEDURES:
EMPLOYEE and HOME DEPARTMENT: We certify that the services to be performed are in addition to the normal duties and responsibilities of the regular job and will be performed outside of the regular work schedule. Read and understand the University's policies, procedures, and request forms for this time has been scheduled and will be taken. We have reviewed the University's [Employee Policy](#) for Extra Compensation. We also understand that extra payments for extra compensation may be deducted from the University through payroll deduction.

a) _____ Signature _____ Date _____ b) _____ Signature of Employee's Home Department Head _____ Date _____

9. Before services are performed, EMPLOYING DEPARTMENT (where services will be charged) completes the following:

a) Index/Fund/Organization/Account Code/Program Pay Amount Dates Work Performed Payment Date*

Index/Fund/Organization/Account Code/Program	Pay Amount	Dates Work Performed	Payment Date*
1. _____	\$ _____	_____	_____
2. _____	\$ _____	_____	_____
3. _____	\$ _____	_____	_____

b) Contact Person for FOIA Information: Name _____ Phone # _____ Email _____

c) I certify that the EMPLOYING OFFICIAL, I have ensured that the arrangements for this service and requested payments are in compliance with University Policies and Procedures and that Department or College funds are available for this payment. I understand that I am responsible for notifying the Payroll Office if the above work is NOT complete as described.

Signature of Employing Chair/Department Head _____ Date _____ Signature of Employing Dean _____ Date _____

10. After services are performed the signatures below are required.

a) I certify that the above work has been completed. Employee Signature: _____ Date: _____

As the EMPLOYING Official, we certify that the services were provided as described above and that funds are available for payment.

b) Approved by: _____ b) Approved by: _____
Approval of Employing Chair/Activity Head Approval of Employing Dean/Director

Form 100-100 original completed and signed form to Payroll. Retain an additional copy for your records.
*PAYMENT WILL BE PROVIDED ON THE NEXT REGULAR PAYROLL AFTER THE WORK IS COMPLETED PROVIDED
THIS PROPERLY COMPLETED FORM IS RECEIVED BY PAYROLL NO LATER THAN THE FIFTH DAY OF THE MONTH TO BE PAID.
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Part-time Regular Positions

- When recording hours for regular part-time employees, make sure that hours recorded as regular do not exceed those that are budgeted per pay period.
 - Example: An employee is a 80% employee, so therefore scheduled to work 30 hours a week. The total number of **REGULAR** hours that should be recorded for them on the Web should not exceed 60 hours, as this will cause an overexpenditure in your budget.
 - If the employee works more than 60 hours, then you need to record the amount over 60 hours as Straight Overtime. Keep in mind that the same rules apply regarding when they enter premium overtime (must have over 40 hours in one week).

Adjustment Payrolls

- Adjustment payrolls may cause current year budget to be overexpended
 - When any adjustment payrolls are run, they will be charged to the same account code (ie. 61610) as the current year expenditures. This could cause an overexpenditure if the funds are not budgeted for that in the current fiscal year.
 - The best way to try to prevent this is to make sure all your paperwork is in by the appropriate deadlines so that the employees can be paid during the regular payroll process.

FAQs

- How can I tell who has been charged to my FOAPAL?
 - You can review the NHRDIST through e~Print or you may view the NHIDIST or NHIEDST on INB. The NHRDIST and NHIDIST are by ORG and the NHIEDST is by employee. The dates on each of these reports/forms are driven by the PAY DATE (check date), not the pay period dates. The NHRDIST is run separately for the different pay ID (BW or MN), but NHIDIST will pick up both IDs if both pay IDs had check dates during the period for which you are querying. For the NHIDIST, you do not have to have a Finance Document number, but it can help to narrow down charges if both pay IDs were paid during that time. The *FC is for the fringe benefits that are now being charged as a percentage (rate) of an employee's salary. This is new with FY2008.

FAQs (cont.)

- How can I tell if an employee has a job and therefore will get paid?
 - You may view the employee's job assignment on NBAJOBS. You should go and review the dates and the rate of pay on the Jobs Detail tab. On the Payroll Default tab, you need to review the Timesheet ORG. This is especially critical for student workers as that drives how a timesheet will show up on WTE and who will be able to approve it.

FAQs (cont.)

- How can I tell if one of my employees got paid and if they have a check to pick up or direct deposit?
 - PHICHEK is the form you can access to find out this information. It is by employee. Using the drop-down arrow by year, you may select which payroll you want to view. Only payrolls with disposition of 70 are completely processed. Once you have selected which one you are questioning, you may click 'Next Block' and it will populate the information. In 'Document Type', it will either show 'Check' or 'Direct Deposit'. If it is a check, the employee will need to take a photo ID to the Bursar's Cashier Windows to pick up the check. Caution: The checks are only kept at the Bursar's office for approximately 1 week after the date the check is due to the employee. If you are in question as to whether it is still over there or over at the Payroll Office, please call the Payroll Office at 3841 to find out.

FAQs (cont.)

- How can I get a copy of my last pay stub as proof of income?
 - Unfortunately, the Payroll Office is unable to reproduce those check stubs that are emailed to your University of Memphis email account. It is highly suggested that you print out the pay stub and/or file it away for access at a later time as needed.
- I didn't get my direct deposit notification. Am I getting paid?
 - Sometimes the direct deposit notification registers as "Junk Mail." You may need to check your "Junk Mail" on your email account and/or check the junk mail options.

Other Questions?

- HR Program Guide: bf.memphis.edu/spectrum/hr
- Web Time Entry (webtime@memphis.edu)
- Employee Records (emprecords@memphis.edu)
- Payroll (payroll@memphis.edu)
- Student Employment (678-3708 or 678-3680)