



UNIVERSITY OF  
**SOUTH CAROLINA**

# **Controller's Office Payroll Hot Topics**

**May 26, 2022**

# Today's Agenda

- Fiscal Year End
- Address Verification
- Tax Location Project
- Worker's Compensation
- Coming Soon
  - Holiday Comp Pay Out
  - Holiday Highlighted on the Timesheet
- Summer Compensation
- Retro Funding Changes
- Payroll Cost Transfers
- Reminders
  - Update Supervisors
  - Time and Absence Queries and Reports Available on the Workcenter
- Where to Find Resources
- Contact Information



# Fiscal Year End

- We have engaged Clifton Larsen Allen (CLA) as our external auditor for FY 22.
- This is an unusual situation for all of us and we appreciate your help and patience as we navigate getting a new audit firm up and running for the first time in 15 years.
- The new firm is requesting all financial data sooner than usual, so please be sure:
  - All Annual leave taken by June 30 is submitted and approved
  - Summer Comp eForms are complete and approved on time
  - Timesheets are complete and approved on time



# Address Verification

- It is very important to make sure your address is updated before the end of the year, especially if you receive a paper W-2 and/or 1042. If you would like to receive an electronic W-2/1042 form and haven't already done so, complete the electronic consents in Employee Self Service.
- Please encourage your employees to complete a mid-year and end of year check.
- If you leave employment prior to the end of the calendar year or before W-2s are printed, please remove your consent to receive an electronic version of the W-2. Inactive employees do not have access to Employee Self Service and will not have the ability to view and print W-2s.



# Tax Location Project

The **Tax Location Project** is ongoing with HR, making sure everyone is taxed correctly at a state level.

- Correct taxation is dependent on the correct set up in Peoplesoft. Please make sure **the tax location code** is the correct state when submitting hires for any employees not working in South Carolina. This includes telecommuting.

If you have been contacted by HR, please respond as soon as possible.



# Worker's Compensation

- We are in the process of reviewing the work location for all remote employees to ensure the addresses are correct because workers compensation is based on the home address of the remote employee and is also tied to the tax location.
- When an employee moves to another state, please inform us as soon as possible so we can ensure they have workers compensation coverage and are paying the appropriate state tax.



# Summer Compensation

## Some important reminders:

- Actions should be sent timely by the HR deadlines.
- Full time is 37.5/40 hours per week and part time is anything less than 37.5 hours per week.
- The salary amount and dates of appointment on the Summer Hire eForm ***must match*** what is listed in the attached offer letter. Discrepancies will lead to the form being recycled which may delay compensation.
- Each line item in the grid on the offer letter (i.e. each separate class and ECOM/research assignment) must be associated with a separate summer hire eForm. The reason for this is that different duties are being performed for each grants/research project, administrative appointment, start-up fund, classes being taught, etc. Summer Hire eForms submitted as one hire for numerous lines will be recycled for edits which may result in delayed compensation.



# Summer Compensation

Please pay attention to your faculty pay basis prior to creating an offer letter and initiating a summer hire eForm.

- 12-month faculty are not eligible for summer compensation since they do not have an out of basis time. Courses taught over the summer would either be FOV or internal dual based on the course being taught/department in which the course is being taught.
- 10.5 and 11-month faculty are only eligible for summer compensation during their established out of basis time each year. 10.5-month faculty are eligible for 1.5 months of summer comp and 11-month employees are eligible for 1 month of summer comp. The out of basis time must be the same each summer and should be noted in the offer letter/current FTE appointment letter.
  - For faculty with a 10 .5-month pay basis, total compensation for Summer 2022 from all sources cannot exceed 14.66% of the faculty member's preceding academic year salary (up to 33 workdays, depending on dates).
  - For faculty with an 11-month pay basis, total compensation for Summer 2022 from all sources cannot exceed 9.36% of the faculty member's preceding academic year salary (up to 22 workdays, depending on dates).





# Summer Compensation

- It is very important to complete forms timely to ensure all employees are paid accurately and on time.
- Promptly review and approve your Summer Compensation eForms to avoid situations where we are paying summer pay at the end of the calendar year.
- Just a reminder that it is a Department of Labor violation to not pay employees on time.
- If there is an issue with grant funding, it may need to be paid from departmental funds to ensure the employee is paid on time.
- Assuming paperwork is received timely by HR and has no errors requiring edit and resubmission, the first payment of summer for May appointments will be issued on May 31<sup>st</sup> for employees in current pay groups and on June 15<sup>th</sup> for employees in lagged pay groups.



# Summer Compensation

- It is very important to validate the funding before charging summer pay.
- If funding changes are needed, utilize the **Payroll Retro Funding Change Form** when payroll that has already posted through the system needs to be adjusted.
- The Controller's Office makes the change using a Retro Journal Entry and it must be initiated within 90 days of the original transaction otherwise it may not be cost transferred to another grant.



# Retro Funding Change Journal Entries

- Retro Funding Change Journal Entries are after the fact corrections to payroll.
- Must be requested using a Retro Funding Change Form.
  - [Payroll Retro Funding Change Form](#)
- Please note, if payroll corrections affect sponsored awards, they are subject to the Cost Transfer Policy and must have a Cost Transfer Justification Form attached.
  - [FINA 3.35 - Cost Transfer Policy](#)
  - [Cost Transfer Justification Form](#)




# Payroll Retro Funding Change Form

- Use the detailed instructions to complete the form.
  - Be sure to provide supporting documentation, including Cost Transfer Justification Forms if applicable
- No manual forms or hard copies will be accepted.
  - Email forms to [RetroJE@mailbox.sc.edu](mailto:RetroJE@mailbox.sc.edu)



# Payroll Retro Funding Change Form

- Please make sure you are using the current Payroll Retro Funding Change Form.
- Use the Original Paycheck Date
- Be sure to enter the CORRECT funding chart strings and corresponding combo codes.

		UNIVERSITY OF <b>SOUTH CAROLINA</b>		<b>PAYROLL RETRO FUNDING CHANGE</b>							
<b>TO BE COMPLETED BY THE DEPARTMENT</b>											
USC ID:				NAME (Last, First):				PAY GROUP:			
JUSTIFICATION/NOTES (Cost Transfer Justification Form must be completed and attached if a USCSP project is part of the transaction).											
PAYCHECK DATE:			Has this paycheck date previously been moved via a Retro Funding Change Journal Entry?				YES <input type="checkbox"/>	NO <input type="checkbox"/>			
<b>CURRENT DISTRIBUTION</b>											
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT		
<b>SIGNATURES</b>											
Initiated by:				Date:			Approved by:			Date:	
Printed Name:							Printed Name:				
<b>CONTROLLER'S OFFICE USE ONLY</b>											
Grants & Funds Management :						Date:					

# Payroll Retro Funding Change Process

- The Controller's Office review forms received.
- If approved, the Controller's Office will create the Retro Journal Entry, post the JE and upload all retros to HCM Distribution.
- Expect **3-5 days** before you can view the change in HCM Distribution.
- Will show a pink lines once posted:

1920-7 : RPAY000042	UG82	C12	06/30/2019	RPAY000042	01/10/2020	A00000034158	MC000-180000- F1000-301-10009070-	(2,063.66)	-21.87%	(155.55)	(297.73)	(0.02)	(0.24)	(61.04)	(1.04)	(515.62)	24.99%	(2,579.28)
1920-1 : PAY0081351	UG82	C12	07/15/2019	8000080700	07/15/2019	A00000034158	MC000-180000- F1000-301-10009070-	(619.11)	-6.56%	(46.69)	(135.02)	(0.02)	(0.11)	(26.16)	(0.43)	(208.43)	33.67%	(827.54)
1920-7 : RPAY000042	UG82	C12	07/15/2019	RPAY000042	01/10/2020	A00000034158	MC000-180000- F1000-301-10009070-	2,063.66	21.87%	155.56	450.09	0.03	0.36	87.21	1.47	694.72	33.66%	2,758.38

- Please remember to submit any corrections within **90 days** of the pay date.



# Payroll Cost Transfers

**Sponsored Awards:** Any cost transfer must have a **Cost Transfer Justification Form** attached, if they impact sponsored awards. This form is to protect all vested parties

- Ensures PI review and approval prior to expenses being moved
- Ensures proper documentation to avoid audit findings

**Non-Sponsored Awards:** A Cost Transfer Justification Form is not needed for non-sponsored award accounts (***departmental transfers*** or corrections).



# Cost Transfer Justification Form

**Cost Transfer Justification Form**

**PURPOSE**

This justification form will help ensure compliance with Uniform Guidance along with University policy regarding cost transfers. In the event of an audit, the information provided below will be used to substantiate the adjustment. This form is required for any cost transfers that adjust expenditures involving sponsored project accounts (the USCSP Business Unit). Principal Investigator (PI) certification and approval is required for all cost transfer requests. Once completed, this form needs to be attached with required supporting documentation to the proper request (Payroll Retro, Expense Module Correction Form, JV eform, etc.). If this form is not included, the request will not be completed.

**COST TRANSFER TYPE**

Payroll Retro Funding Change Request       Expense Module (payment with pcard)  
 JV (payment through check/voucher)       Other

Original (incorrect) chartfield \*: \_\_\_\_\_  
Correct chartfield \*: \_\_\_\_\_

*\* For payroll retro forms, "see retro form" may be listed if multiple projects/funds are involved in the request*

**JUSTIFICATION**

1. Please specify the transaction(s) being moved and how it directly benefits the sponsored project it is being moved to, if this is being moved to a USCSP account.

\_\_\_\_\_

2. How was this error or situation discovered? Please include the reason this was originally charged to the incorrect sponsored project or account.

\_\_\_\_\_

3. How will this type of error or situation be prevented from happening in the future?

\_\_\_\_\_

**CERTIFICATION**

As PI, I approve this expense to be adjusted according to the fund(s)/project(s) listed above. I certify this expense is in accordance with the award budget as well as allocable and necessary for accomplishing the scope of work.

PI Signature: _____	Date: _____	**PI Signature: _____	Date: _____
Printed Name: _____		**Printed Name: _____	

*\*\* If adjustment impacts more than one PI*

Access the form  
using this link:

[Cost Transfer  
Justification Form](#)





# Coming Soon!

## Holiday Comp Pay Out

Holiday comp, comp it or get a pay-out. Will be in production by July 4<sup>th</sup>. Communication and job aid will be made available before this change becomes available in HCM PeopleSoft.

## Highlighted Holiday on FLUID Timesheet

The holiday will be highlighted in yellow on the FLUID timesheet with a legend at the top. This change will be available in HCM PeopleSoft by the July 4<sup>th</sup> holiday. This change will also be available on the Exempt, 28 Day Police, and Punch/Facilities timesheets.

## Example of a Non-exempt FLUID Timesheet:

The screenshot displays a FLUID Timesheet interface for a user named 'Ultra Sound Sonographer'. The interface shows a weekly period from 29 May to 4 June 2022. The '30-Monday' date is highlighted in yellow, indicating a holiday. A legend at the top left identifies the holiday as '05/30/2022 - National Memorial Day'. The timesheet shows scheduled hours for each day, with 8.75 hours scheduled for Monday and 5 hours for Friday. The 'Comp Time' column is also visible.

*Time Reporting Code	29-Sunday	30-Monday	31-Tuesday	1-Wednesday	2-Thursday	3-Friday	4-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 8.75 Reported 0	Scheduled 8.75 Reported 0	Scheduled 8.75 Reported 0	Scheduled 8.75 Reported 0	Scheduled 5 Reported 0	Scheduled OFF Reported 0	

# Coming Soon!

## Highlighted Holiday on the Classic Timesheet

The holiday will also be highlighted on the classic timesheet used in Approve Reported Time to edit and/or approve employee timesheets.

## Example of a Non-exempt Classic Timesheet:

The screenshot displays a web-based timesheet interface. On the left is a navigation sidebar with sections like 'My Scope', 'My Work', 'Exceptions', 'Approvals', and 'Links'. The 'Approve Reported Time' option is highlighted in green. The main content area is titled 'Timesheet' and shows employee information: Employee ID, Dept ID 115300, and Earliest Change Date 05/15/2022. Below this, there are fields for 'View By' (set to 'Calendar Period') and 'Date' (05/29/2022). A summary row shows 'Scheduled Hours 30.00' and 'Reported Hours 0.00'. A red box highlights the holiday notice: 'Holiday(s): 05/30/2022 - National Memorial Day'. Below this, a calendar grid shows dates from Sunday 5/29 to Saturday 6/4. The date Monday 5/30 is highlighted in yellow. At the bottom of the grid are 'Save for Later' and 'Submit' buttons.

	Sun 5/29	Mon 5/30	Tue 5/31	Wed 6/1	Thu 6/2	Fri 6/3	Sat 6/4	Total	Time Reporting Code	Comp Time

# Important Reminder

## Timely Supervisor Updates are Vital

- Friendly reminder of the importance of timely supervisor updates in the Time and Absence System. Since we recycle position numbers as they become vacant, your employee's timesheet and absence information may be sent to the new department if the supervisor isn't updated timely. Please ensure you are frequently monitoring your rosters to ensure only active employees are seated as the supervisor.
- College/Division and Campus HR Contacts have **SC\_HR\_EE\_ROSTER** and Department HR Contacts have **SC\_HR\_JOB\_CURRENT\_ALL\_DATA\_V1** in HCM to quickly find supervisor information. In these queries, pay close attention to blanks in the supervisor information fields, that indicates an inactive/unavailable supervisor! If you find an inactive supervisor listed, please immediately initiate a supervisor change through either PeopleAdmin or HCM as applicable based on the employee type.
  - **FTE, RGP/TL Staff and RGP/TL Faculty** – Supervisor changes must be initiated in PeopleAdmin as this is a change to the position description. Please initiate a *modify position details* form to quickly change the supervisor without being bogged down with the bulk of the position description fields.
  - **FTE Faculty, TFAC, Temp Staff (Non-Exempt)** – Supervisor changes are initiated directly in HCM via the Job Change eForm.
  - **Students** – Supervisor changes are initiated in HCM on the Student Job Change eForm.



# Important Reminder

Time and Absence queries and reports are available on the Workcenter.

Manager Self Service

Time and Labor WorkCenter

Scope

- My Scope
- My Work
  - Exceptions
  - Approvals
- Links
  - Approve Time and Absence
  - Manage Time and Absence
  - Absence Processing
  - Leave Donations
  - Queries**
    - Time and Labor
    - Absence Management
  - Reports/Processes
  - Reports


Time and Labor


- Saved Not Submitted - Reported Time
- Reported Time Approval Status
- Pending Approvals - Reported Time
- Overtime Hours by Date Range
- Schedule Not Met - Salary Non Exmpt
- Current Comp Balances
- Absence Management**
  - Unapproved Canceled Absences
  - Unapproved Absence Requests
  - Absence Balances by Employee
  - Canceled Absences by Employee
  - Leave Taken by Employee
  - YTD A/L and S/L Takes
  - Leave Clean-up Term Employee

All queries are available in the Time and Absence WorkCenter for individuals that approve timesheets and absence requests as either manager or TL/ABS approver. This [Time and Absence Queries and Reports Reference Guide](#) provides detailed information about each query/report, along with some helpful tips.

# Where to Find Hot Topic Resources

GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS CALENDAR MAP DIRECTORY GIVE

 **South Carolina**

SEARCH SC.EDU 










## Payroll Department

- Payroll Department
- My Payroll
- Pay Dates
- Direct Deposit
- International Payroll
- Payroll Toolbox**
- Forms
- Payroll Schedules
- HCM PeopleSoft Resources
- Time/Labor and Absence Management Implementation
- Office Contacts

### Payroll Toolbox

The Payroll Office is pleased to announce that monthly **Payroll Hot Topics** webinars will begin **February 26, 2020**. The goal is to provide the HCM PeopleSoft user community with information, tips and training on new processes, policies and features as it relates to Payroll in PeopleSoft.

Expand all

- November 2, 2021 
- September 21, 2021 
- February 25, 2021 
- November 18, 2020 
- September 30, 2020 
- July 8, 2020 
- May 28, 2020 
- April 29, 2020 
- February 26, 2020 

### Contact Payroll

**Phone:** 803-777-4227  
**Fax:** 803-777-8080  
1600 Hampton Street, 7th floor  
University of South Carolina  
Columbia, South Carolina 29208  
[payroll@mailbox.sc.edu](mailto:payroll@mailbox.sc.edu)



# Contact Information

For questions regarding **Tax Location**, please contact Payroll:  
[payroll@mailbox.sc.edu](mailto:payroll@mailbox.sc.edu).

For questions regarding the **Worker's Compensation**, please contact Cresta Stewart: [cresta@mailbox.sc.edu](mailto:cresta@mailbox.sc.edu).

For questions regarding **Timesheets, Exceptions and Rules Calculations**, please contact Judy Timmons: [timmons5@mailbox.sc.edu](mailto:timmons5@mailbox.sc.edu).

For questions regarding **Summer Compensation**, please contact Payroll:  
[payroll@mailbox.sc.edu](mailto:payroll@mailbox.sc.edu).

For questions regarding **Retro Funding Changes**, please email  
[retroje@mailbox.sc.edu](mailto:retroje@mailbox.sc.edu).

For questions regarding **Account Funding Changes**, please contact Payroll:  
[payroll@mailbox.sc.edu](mailto:payroll@mailbox.sc.edu).

For general questions regarding the **Time and Absence System**, please email  
[CMTEAM@mailbox.sc.edu](mailto:CMTEAM@mailbox.sc.edu).



# QUESTIONS



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