

CSCU – Students First

Planning Team	Payroll
Meeting Date	June 8, 2017
Members Present	Jim Howarth – Sub Team Lead – ECSU – VP for Finance and Administration Beata Winiarski – CCC Assistant Director of HR/Payroll Carmen Yiamouyiannis – CCC Professor - Science D’Lon Wilcox – CCSU Fiscal Administrative Assistant Joanne Callahan – CCSU Assistant Director of Human Resources George Whiting - ECSU Payroll Coordinator Donna Gibson – MCC Operations Coordinator Peggy Hayes – NWCC Payroll Officer Yolanda Crowder – NVCC Payroll Clerk Anthony Mitta – TRCC Assistant Director of Human Resources for Payroll and Contract Administration

MEETING NOTES

Initial discussion surrounded the objective to realize efficiencies and savings through shared services by centralizing payroll functions, acknowledging that we are in the early stages of fact finding.

Each CSCU institution and the CSCU Office had been emailed a request for information for return by June 7 regarding their payroll function within each of the following areas:

- Structure
- Customer Services Provided
- Student Workers
- Timekeeping
- Website Information
- Accounting

All but three institutions had submitted information as of our first meeting. The information received is to be combined and will be the basis for our analysis.

It was decided that consolidation of the information for the Structure items would be made for discussion at the next meeting on June 15.

An open discussion of how the various institutions handle the payroll function followed. Topics included:

CORE self-service

- Time and attendance processing
- Realization that not all institutions are currently self-service
- Possible first step to this process...have all institutions become self-service
- Possible order of employee populations (F/T, P/T, student workers) for conversion to self-service
- Exception time reporters—submitting/approving timesheets and if submitting is required

- Responsibility of approver to ensure time is accurate
- Approval of timesheets if no approver is available
- Handling of prior pay period changes to timesheets, if necessary
- Overtime—pre-approval and handling if not pre-approved
- Submission of campus police department timesheets

Student workers

- Sick accrual processing and the monitoring of not only the required 680 hours to be worked, but also the funding change required for financial aid students when Sick accrual is used
- Various funding sources for student workers (grants, state, financial aid, etc.) and where responsibility for monitoring rests
- Overtime pay for student workers and how the overtime payment is made in CORE
- Whether student workers may have more than one job on campus
- The need for a presence on campus to assist departments with finding candidates to fill positions and to assist student workers in the processing of forms
- Issues caused by delays in receiving paperwork to hire student workers in CORE
- Methods used for processing payments for hours worked by student workers prior to their hire in CORE
- Customer service provided to faculty on campus allows faculty to focus on students

Faculty

- Full-time faculty – how time is submitted and reported
- Adjunct faculty/part-time faculty are paid salary through Additional Pay by Payroll/Human Resources; therefore, cannot be self-service
- PTL and ECL (summer/winter session) adjuncts at CC's – BOR runs a report and submits to the Academic Affairs Deans for signature as no timesheets are submitted
- Common CSCU academic calendar for fall and spring semesters
- Use of same CSCU payroll processing schedule for fall and spring
- Determination of the 8 pay period schedule for adjuncts—had been set by BOR employee
- Dual employment and issues with Primary & Secondary records

Other items

- There are many planning teams and many things in play; interaction with other teams is inevitable
- The close working relationship between Payroll and Human Resources
- Level of customer services currently provided by both Payroll and Human Resources
- Travel reimbursement – whether handled through Payroll or elsewhere
- Worker's Compensation – notification and processing for first check paid by Gallagher-Bassett; appeal/reconciliation/restoration of time
- FMLA and timesheet coding
- Some similar procedures across institutions are in place and documented, i.e., direct deposit, W/C, etc.

Meeting Schedule

Currently, meetings are scheduled to be held beginning at 9:00 a.m. on Thursdays in Hartford: June 15, June 22, June 29, July 6, July 13, July 20, and July 27. August dates and times to be determined later. Members unable to attend in person may join in through WebEx call in.