

CSCU – Students First

Planning Team	Payroll
Meeting Date	June 22, 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 Donna Gibson – MCC Operations Coordinator Peggy Hayes – NWCC Payroll Officer Anthony Mitta – TRCC Assistant Director of Human Resources for Payroll and Contract Administration
Members Absent	George Whiting - ECSU Payroll Coordinator Yolanda Crowder – NVCC Payroll Clerk

Meeting Notes

- 1) Meeting opened with a discussion of the compilation of the CORE self-service section of surveys received:
 - It was noted that there are differences across the institutions in the set-up of CORE self-service.
 - Verified the need to audit information even with CORE self-service.
 - Discussion regarding student workers’ timesheets and how errors are captured; for example, hours entered on holidays; acknowledging that the supervisor also plays a role in confirming information as approvers of the timesheets submitted.
 - Some departments also have paper sign-in and sign-out timesheets for student workers to assist in verification of hours worked.
 - Brief discussion of the training required for self-service and the CORE Team’s involvement.
 - Password resets – how often required and how they are handled; some institutions prefer an email request; others will also do so over the phone, requesting last four digits of SSN for verification of employee calling.
 - We need to get tighter information regarding the numbers of employees actually submitting their own timesheets.

- 2) The remainder of the meeting was a discussion and determination as to where the responsibility for various tasks and services should lie—Payroll, Human Resources, or another area. For most items, there was unanimous agreement; others required more discussion and/or a difference in opinion.

Next steps:

- Breakdown of self-service by institution will be resent for confirmation and to clarify true percentage of employees who enter their own time versus someone else entering the time. Adjunct faculty, PTL’s (Part-time Lecturers), ECL’s (Extension Credit Lecturers), NCL’s (Non-credit Lecturers), and others who are paid through Additional Pay rather than through Timesheet to be excluded from figures.
- Determination will be made at the conclusion of the June 29 meeting if the July 6 meeting is to be held as there is a shortened work week due to the July 4 holiday.