

CSCU – Students First

Planning Team	Payroll
Meeting Date	June 15, 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:

1. Payroll Survey:

Initial review and discussion of the Payroll Analysis spreadsheets, which combine information from the surveys received, regarding the numbers of FT/PT employees in the various bargaining units by institution; the numbers of Payroll Staff employees, their unions, and allocations; and a Student Workers spreadsheet which combines information gathered regarding the responsibilities surrounding the hiring of student workers.

Concerns:

- Grouping of # of employees due to the way the numbers were reported and if numbers should be re-verified due to some uncertainty in those reported; i.e., neither Naugatuck nor Quinebaug reported having any student workers. Some items were immediately resolved.
- There are differences and a degree of difficulty between payroll processing for Education Assistants, which submit timesheets and PT contractual employees 4 C’s (BU 25) which are paid through Additional Pay.
- University full-time faculty also working during summer and/or winter sessions—numbers don’t reflect this.
- At community colleges, FT faculty can also work additional credits.
- Student workers (BU 26 and 04) all in one column
- Decision was made to include Charter Oak College as they use CORE-CT for payroll processing.
- There is a distinction between obtaining numbers of employees and processing of benefits.
- Student worker piece – huge numbers—need for hand holding more so than with full-time employees.
- Student employment – doesn’t seem to make sense to move off campus; may wish to look at outside of other employees.

2. CORE discussion items/questions/concerns:

- Start with self-service and what it takes to get there.
- How many agencies are currently on self-service?
- Immediate/non-immediate CORE access
- Look at items doing today— do they stay with Payroll / HR?
- Police – shift swap provision – can a CORE code be created?
- Direct deposit and W-4 forms--possible in CORE self-service?
- Split of Payroll / Human Resources
- Distinction between who (HR/PR) will process
- UCONN and its CORE customizations
- Holidays/weather & CORE reporting

3. After revisiting Mark Ojakian's Charge to Teams, discussion regarding:

- What does it take to get there?
- What centralized workflow might look like?
- All use CORE, so is technology a factor?
- Geographic considerations?
- What payroll does do and what has to be done; immediate stay.
- What needs to be done/what's nice to be done?
- Within the two systems (universities and community colleges), what are the differences as to how things are done?
- Which items stay on campus?
- Will they be done as effectively and as timely?
- Centralization – not same as personally; however, could give level of service functionality.
- Which employee-related services can be done centrally and which cannot?
- Student budget – who manages and monitors?

4. Next steps:

- Obtain documentation re: time keeping
- Surveys clearly identifying the responding institution would be resent to all Payroll Team members.
- Student Worker hire spreadsheet would be revised for easier interpretation.
- Next area of survey to be consolidated will be self-service.
- Possible contact with UCONN to see about a guest speaker to discuss their CORE transition and customizations.
- Share Point – might this be a possibility as a way to share information?
- CCSU will provide information sent to student workers regarding how to access CORE.
- Suggestion was made to check DAS website for specs of Payroll responsibilities
- Possible meeting with HR Team and with Financial Aid Team (for student workers)
- Next week: discussion regarding tasks and where they are done as well as employee types.

5. Please note:

- Erika Steiner will be joining our June 29 meeting.
- If team members are unavailable for any team meetings, Jim Howarth is to be notified.