

# CSCU – Students First

Planning Team	Payroll
<b>Meeting Date</b>	<b>July 13, 2017</b>
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 Yolanda Crowder – NVCC Payroll Clerk
Member Absent	Anthony Mitta – TRCC Assistant Director of Human Resources for Payroll and Contract Administration George Whiting - ECSU Payroll Coordinator

## Meeting Notes:

Jim provided members with a copy of Erika Steiner’s May 2017 Fiscal Affairs—Charge to the Team and also the CSCU Students First Human Resources Planning Team’s June 27, 2017 Meeting Notes for review and to open discussion.

Human Resources will report to Steve Weinberger, Vice President of Human Resources, CSCUSO. Payroll, AP/Travel, and Purchasing will report to Finance—Erika Steiner, CSCUSO Chief Financial Officer.

Initially, indications were that no HR person will move; there would be a system-wide reduction of 12 positions; there would be no layoffs; rather reductions would occur through attrition. More recent information suggests a system-wide reduction of four HR positions.

As an example of BOR issued standards for all 17 the new Purchasing Procedure manual is now in place for use by both CSU and CC effective July 1, 2017.

### ***Payroll function discussion:***

- We are performing the same functions; methods used are different, but the end result is the same.
- Important that the individuals who establish policies must be familiar with Payroll procedures.
- There should be HR rules and policies for all 18 entities; for instance, rules of out-time reporting.
- There is constant communication between HR and Payroll so standardization is necessary; how will Payroll be notified of required changes?
- With all the avenues of communication available today, it makes it unnecessary for HR and Payroll to be in the same building.
- Goal is not to do anything that is less effective than it is today.
- Audits and reconciliation of Payroll done through Finance
- HR functions taken away from Payroll will make connection to Finance more apparent
- Travel reimbursement not consistent across campuses
- Additional Pay is a Payroll module; adjuncts/part-time lecturers are paid through Additional Pay, rather than Timesheet. Currently, some HR campuses perform this function rather the Payroll, requiring a shift in responsibility.

- Other items which are currently paid through Additional Pay; such as, chair stipends, CSU professor stipends, graduate intern/graduate assistants, etc. will have to be identified.

**Other discussion items:**

- Whether Timesheets for Exception Reporters are required to be submitted, rather than just approved, as part of payroll processing. I that if hours are to be recorded on the CORE Attendance Reports, Timesheets must be submitted.
- Dual employment—discussion regarding whether Payroll or HR would handle as Payroll would have access to all 18 campus CORE records. We are often unaware of an employee working elsewhere until we are hiring them in CORE and discover another CORE record exists. Consensus was that dual employment should remain as an HR function.
- Adjunct/part-time lecturer contracts--who issues the contracts and who is currently entering information in Additional Pay requires further discussion.

**Review of various expected deliverables:**

- *Organization chart* with Payroll reporting to Finance
- *Tasks which can be performed in a shared service* were reviewed from previous meeting (see chart below)
- *Tasks which must have a local presence:*
  - Local presence start to finish for student workers.
  - A subset of what we are doing; perhaps a phased-in approach to later include student workers
  - Currently, no consistency across campuses in the paying/processing of student workers
- *Timing of implementation:* Everyone on self-service and establishing consistency with set up should take approximately 12-18 months.
- *Recommended work flow:*
  - Utilization of features offered by CORE-CT (PeopleSoft) to allow more self-service functionality; for example, allow employees to enter/change direct deposit information and tax filing information.
  - Have Timesheet approvers receive notification through CORE that a Timesheets needs to be approved
  - HR emails Payroll regarding employee's retirement system election, including EMPLID, rather than providing a copy of the CO-931h. Imaging of forms which now pass from HR to Payroll was a concern as they contain PII (personally identifiable information such as SSN).
  - Develop a policy to determine if employees can go without pay if Timesheet not approved Labor Laws would have to also be considered.
  - All paychecks to be mailed so sorting and distribution will no longer be necessary.
- *Recommended systems:* CORE-CT and Banner (self-service must be in place.)
- *Recommendations for consolidating reporting/reports to avoid duplication of efforts:* not overlapping with other areas; more standardization of the reports to be used.
- *We expect no RFPs will be necessary*
- *Project Plan:* First step to have all campuses on self-service; remainder to be determined.

**Next steps:**

- Give more thought to expected deliverables and items which were discussed today for next week's meeting in preparation for July 30 preliminary recommendations.
- Explore possibility of a CORE representative to meet with us to discuss the possibility of system enhancements for additional employee self-service.

**The next meeting will be held on Thursday, July 20, 2017.**

### Customer Services Provided

	Payroll	HR	Other	Comments
Paycheck Sort	x			Goal - mail all
Paycheck Distribution	x			Goal - mail all
Employee inquiries	x			
Password resets	x			Via email communication
Direct Deposit	x			Goal - self-service
W-4 Tax forms	x			Goal - self-service
W-2 inquiries	x			
W-2c	x			
Lost checks	x			
Wage verifications	x			
Employee verifications		x		
Income letters (i.e. housing, SSDI)	x			
Garnishment inquiries	x		x	OSC entries

### Payroll Processing

	Payroll	HR	Other	Comments
Manages payroll processing	x			
Interacts with Core-CT Support	x			Payroll related
Interacts with OSC Payroll Services	x			
Interacts with Treasury Office	x			
Interacts with Retirement Office		x		Benefits/ Proper Plan
HEP inquiries		x		Benefits
Establishes payroll policies			x	BOR Standard
Establish and document procedures			x	BOR Standard
Liaisons with APA	x			
Liaisons with Grant Thornton	x			
Manages payroll issues	x			
Prepares retroactive payments	x			
Processes manual overrides	x			
Calculates OPEB refunds		x		Benefits
Enters OPEB refunds		x	x	OSC
Process petty cash requests	x			Payroll related
Process payroll recoveries	x			
Override pay rates	x			
Override index expenses	x			
Calculate overloads			x	Dept. Determined
Process & Document overload payments	x			