

HRPC & PAYROLL PROCESSING FAQ – 2/1/2005

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1. INDEX OF UPDATES FOR 2/1/2005

1A. Changes

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1B. In Progress Items

▶ **DA Contact List**

We are working on providing you a version of our DA Contact List on the web which will enable you to find a DA by either Department Name or Department Number. *Update: This list will be available in February.*

▶ **Check Address**

- Check Sequence Code Revisions – We are revising the 1,700+ list of Check Sequence Codes to remove duplicates and clean up entries with missing/incomplete information. Once this is done, we will email the primary DA in each department an excel list of the Check Sequence Codes for your department for you to review and update. *Update: This excel list will be emailed to you at the beginning of February.*
- View/Change Check Addresses – We are also researching the best way to provide you the ability to view and change the Check Address (and its associated Check Sequence Code). *Update: We have added the Check Sequence Code field to the PAF so that you can enter/change the check address code for your employees. We will be making the new PAF available to you in early February.*

▶ **Earning Register & Payroll Register – Search Functionality**

We are looking into the feasibility of adding search fields for EmplID, and Department Number. *Update: This functionality is being developed now; it should be available in early March.*

▶ **Employee List Default Sort**

We are researching different options to change the default sort on the Employee List from First Name to Last Name. *Update: We have developed and are currently testing this new sort order. It should be ready for your use in early February.*

▶ **Overpayment Recovery**

Based on your feedback, we are making improvements to the overpayment recovery process. We expect to provide you information on the new process mid-February.

2. USING MANAGER SELF SERVICE

2A. Accessing the Application

▶ 90 Day Password Expiration in January and February

- Columbia University requires that all users of the PeopleSoft application (faculty and staff as well as departmental administrators) *change their password every 90 days*. Depending on when you first logged in to Manager Self Service (launched on October 4, 2004), your password may be expiring soon.
- For more information about changing your password and what other applications the password change will affect, contact PAC Security at pac-security@columbia.edu or visit their web page at <https://wwa.ais.columbia.edu/sws/psoft/index.html>.
- To change your password, go to the AcIS (Academic Information Systems) password change web page at <https://www1.columbia.edu/sec/acis/manageaccount/passwd.html>.

▶ Manager Self Service ID and Password

- To *place a new access request* or to *request access for additional departments*, please submit the PAC Security web form at <https://wwa.ais.columbia.edu/sws/psoft/index.html>. Please contact pac-security@columbia.edu with questions about your access or to check the status of a new access request. *Security is managed by AIS (Administrative Information Services); new requests and changes take about five days to process.*
- Once you have been approved to access Manager Self Service you login with your UNI ID and Password. *You do not need a different ID, only your UNI ID.*

▶ Hours of Application Availability

The hours and days that the application is generally available is as follows:

	<i>Available</i>	<i>Not Available</i>
Monday, Wednesday, Friday	8am - 7pm and 9pm - 5am	7pm - 9pm and 5am - 8am
Tuesday, Thursday	8am - 5pm and 9pm - 5am	5pm - 9pm and 5am - 8am
Saturday (and Holidays)	8am - 5pm	5pm - 5am
Sunday	-----	All Day

▶ Access to Faculty & Staff Self Service for Zero Salary Appointments

People who have a zero salary appointment at Columbia do have access to Faculty & Staff Self Service.

2B. Viewing Faculty & Staff

▶ **Restricted from Accessing Your Own Job Record**

You are not allowed to view your own job information in Manager Self Service; your supervisor must generate any PAF's that are required for your position.

▶ **View Short-Term Temporary (Casual) Staff**

You are now able to view Short-Term Temporary in your department. Please use the PAF to make changes to their personal (except for addresses or phone number changes) or position information (including terminations), submit the PAF using your current approval process for these types of employees.

▶ **View Non-Active Faculty & Staff**

On the Employee List, only active Faculty & Staff are displayed because otherwise over time there would be thousands of people listed for each department and it would take a significant amount of time for you to find anyone.

○ **To view Faculty & Staff that are not active** (e.g. on a Leave of Absence, Terminated, etc.):

1. Go to the Employee List on the first page of Manager Self Service
2. Change the date to **one day before** the non-active status went into effect
(e.g. Mary went on a Leave of Absence on 10/15/2004 so you would enter 10/14/2004)
3. Press the Go button, the Employee List will refresh, displaying the active employees as of that date
4. Click on the employee's name and her information page will display (where you can generate a PAF)

▶ **View Employee Pay for an Employee with Multiple Positions in Different Departments**

Faculty & Staff with multiple positions in different departments receive a single check with their total pay from all departments. Only the DA that administers the employee's primary position will be able to see the check in the check register.

Thus, if you believe that someone might have been overpaid, please check with the HRPC Help Desk to verify that they do not have a position in another department.

3. HR PROCESSING INFORMATION

3A. Paperwork Deadlines

- ▶ **Mail Closing Date** – Each pay period has its own Mail Closing Date. The Mail Closing Date is the deadline for all paperwork related to a particular pay period. The employee's paperwork must arrive at the HRPC by the appropriate Mail Closing Date, otherwise it will be processed in the next on-cycle payroll for that employee's pay group.
- **Plan Ahead** – Get your paperwork to your Final Approver with enough time for that person to review, approve, and deliver it to the HRPC (at 330 5th Ave.) by the Mail Closing Date.

Pay Calendar for February 2005

Pay Frequency	Payroll Nbr	Pay Period	Mail Closing	View on Web Date	Check Date
Weekly	WKL-05-005	01/24/2005 – 01/30/2005	Monday 01/31/2005	02/02/2005	2/4/2005
Weekly	BWK-05-006	01/31/2005 – 02/06/2005	Monday 02/07/2005	02/09/2005	2/11/2005
Biweekly		01/24/2005 – 02/06/2005			
Weekly	WKL-05-007	02/07/2005 – 02/13/2005	Monday 02/14/2005	02/16/2005	2/18/2005
Monthly	MTH-05-002	02/01/2005 – 02/28/2005	Monday 02/14/2005	02/22/2005	2/28/2005
Stipend / Retiree	STR-05-003	03/01/2005 – 03/31/2005			3/1/2005
Weekly	BWK-05-008	02/14/2005 – 02/20/2005	Monday 02/21/2005	02/23/2005	2/25/2004
Biweekly		01/10/2005 - 01/23/2005			

Pay Calendar for March 2005

Pay Frequency	Payroll Nbr	Pay Period	Mail Closing	View on Web Date	Check Date
Weekly	WKL-05-009	02/21/2005 – 02/27/2005	Monday 02/28/2005	03/02/2005	3/4/2005
Weekly	BWK-05-010	02/28/2005 – 03/06/2005	Monday 03/07/2005	03/09/2005	3/11/2005
Biweekly		02/21/2005 – 03/06/2005			
Weekly	WKL-05-011	03/07/2005 – 03/13/2005	Monday 03/14/2005	03/16/2005	3/18/2005
Monthly	MTH-05-003	03/01/2005 – 03/31/2005	Thursday 03/17/2005	03/26/2005	3/31/2005
Stipend / Retiree	STR-05-004	04/01/2005 – 04/30/2005			4/1/2005
Weekly	BWK-05-012	03/14/2005 – 03/20/2005	Monday 03/21/2005	03/23/2005	3/25/2005
Biweekly		03/07/2005 – 03/20/2005			

- ▶ **Final Approvers** – Before contacting the HRPC Help Desk, please contact your Final Approver to obtain the date that they signed the paperwork. The final approvers for each campus are list below:
 - **Morningside, Lamont, and Nevis Campuses**
 - Academic Appointments: Pearl Spiro
 - Administrative Positions: HR Service Mgrs.
 - Casual Positions: Send directly to the HRPC
 - **Medical Center Campus**
 - Academic Appointments and Administrative Positions: CUMC Business Office
 - 0 Salary Appointments: Carolyn Merten
 - Casual Positions: CUMC HR Office

3B. PAF & Nomination Forms

Using the New Hire PAF and Nomination Forms

1. **Download PAF and Nomination Forms**

The new PAF and Nomination forms are available on the Administration Tab in the Portal at: <https://my.columbia.edu>, under *Forms*, then *Human Resources Form Library*. The PAF and Nomination Glossary is also available on the Portal Administration Tab, under *Reference*, then *PAF Glossary*.

2. **View Forms with Adobe Reader 6.0**

We recommend that you use Adobe Acrobat Reader 6.0 to use the forms. It is available free of charge from the AcIS Internet Software page at: <http://www.columbia.edu/acis/software/inet/>, under *PDF Viewer*. Please let us know if you have any problems either viewing or printing the forms after downloading Acrobat Reader 6.0. *Important Note: If you would like to save the information you enter on the form you must purchase Adobe Acrobat Professional 6.0. It is available at educational pricing at: <http://www.journeyed.com/itemDetail.asp?T1=42551033>.*

3. **Enter Information Directly on the Form**

After you open the form in Adobe Acrobat Reader 6.0, you can *enter directly on the form* page and use the drop down boxes. Please do not handwrite the information.

4. **Verify Form is Complete**

Please take a minute to proof your form by verifying that the information is correct and that all of the appropriate fields have been completed.

5. **Print and Sign the Form**

Once the form is complete, print and sign it then route it to the appropriate office.

Using the Turnaround PAF Form

As of 10/4/2004, generate your turnaround PAF's from PeopleSoft (*non-PeopleSoft turnaround PAFs will not be processed, they will be returned to you*).

1. **Print Turnaround PAF Form**

In Manager Self Service, after you select a specific Faculty & Staff member, her Employee Information page will appear and the Generate a PAF link is on the bottom right side of the page. When the PAF appears, click on the icon of a printer in the top right corner of the web browser tool bar. (*Note: you should have Adobe Acrobat Reader 6.0 installed to print the form properly.*)

2. **Print/Type Information Directly on the Form**

After you print the turnaround PAF, you should cross out the information you are changing using a single line through the text (this way the original information is still legible for the reviewer/approver), then print/type changes directly on the form.

3. **Verify Form is Complete**

Please take a minute to proof your form by verifying that the information is correct and that all of the appropriate fields have been completed.

4. **Print and Sign the Form**

Once the changes are complete, sign the PAF, then route it to the appropriate office for approval.

► ***Important Note – The online PAF reflects the information from the prior day.***

In other words, if you change an employee's address online or if we enter a correction on his/her record, you will not see it until the next morning. This is because the table that provides the information to the PAF report only updated once each day in the nightly batch process.

PAF Form Fields

- ▶ **Used by PeopleSoft** (*DA's Do Not Fill-in these Fields*): Primary E-Mail, all fields in the Overall Status box, Job Code.
- ▶ **Input Only:** Ann'l Shift Amount, Term Vac Pay Days, Severance Pay Month/Week/% of Weeks, Leave End Date, Actual Return.
- ▶ **Position Numbers on the PAF and Nomination Forms**
Do not enter the JAC Requisition Number in this field, they are not the same. Contact your HR Service Manager/Administrator or the HR Process Center for more information on administrative Position Numbers. You should supply position numbers for academic appointments.

Nomination Form Fields

- ▶ **Highest Degree Institution** – Only the most recent Degree Institution will be entered into PeopleSoft at this time. Eventually all degree information will be entered and stored.

Personal Data Changes

- ▶ **Faculty & Staff Address – Change to/from Out of State**
When a Faculty & Staff member moves out of state she can change her address online but she must also send the HRPC an updated State Tax Form.
- ▶ **Faculty & Staff Address Changes and AP/CAR**
When a Faculty & Staff member changes her address on the web in PeopleSoft, the updated address is not available in AP/CAR because AP/CAR holds address information independently of other applications. *Note: To ensure that the employee's reimbursement check is sent to the correct address, please have the employee complete the address information fields on the top of the Travel and Business Expense Form.*
- ▶ **Replacement of a Temporary Columbia ID Number with a Valid Number**
When an employee with a dummy social security number receives a real social security number, please attach a photocopy of the new social security card to the PAF and send it to the HRPC.
- ▶ **Race/Ethnicity**
There is a one to one relationship between the Race/Ethnicity Codes in PeopleSoft and in PIS Legacy. The categorizations have not changed and are not changing at this time. *The only difference is that instead of being identified by letter they are identified by number.* This is the direct mapping:

Race/Ethnicity	PeopleSoft	PIS/Legacy
Black	2	A
Asian or Pacific Islander	4	B
American Indian or Alaskan Native	5	C
Hispanic	3	D
White	1	E
East Indian or Indian Subcontinent	7	J

These codes have been updated on the Applicant Monitoring Form, PAF Form, and Nomination Form on the web. To ensure accuracy, please use the latest version of each of form.

- ▶ **Directory Listing**
These types of employees are not listed in the Columbia Directory: Honoraria, Casual, Work Study, and Stipend.
- ▶

Job Data Changes

▶ **Action/Reason Codes – New Values**

- **DTA/SSN – Social Security Number** – This is used when the Social Security Number is corrected either by the DA or the HRPC.
- **DTA/LPD – Late Pay Due** – This is used when the employee’s paperwork arrived late and is either a new hire or a rehire that does not have an active record.
- **DTA/LPP – Lat Pay Paid** – This is used when the employee’s late pay has been paid.

Note: DTA/RPD and DTA/PRP are no longer in use; they have been replaced by LPD/LPP.

▶ **Annual Increase Roster Process**

The Roster process will remain the same for Zero Salary, Annual Recertification and Off-Cycle Rosters. (Union Rosters will not exist.) Departments/Schools will receive a communication noting the labor agreement increase amount and effective date.

▶ **Tax Forms**

Tax forms must be attached to the hire paperwork and sent to the HRPC at 330 5th Avenue.

Resolved Issues Regarding Turnaround PAF Forms

1. **Foreigners Listed as US Citizens**

The US Citizen field on the turnaround PAF no longer defaults to “Y” for non-US citizens.

2. **Tenure Effective Date for Non-tenured Faculty**

The Tenure Effective Date field on the turnaround PAF is no longer defaulting in for non-tenured faculty, this issue has been resolved.

3. **25 Year Club**

The Highest Degree field no longer displays the 25 Year Club as a value.

4. **Race/Ethnicity – Native Hawaiian**

In some cases, the Race/Ethnicity Code 7 was displaying as Native Hawaiian when it should have been East Indian/Indian Subcont.

5. **Hire Date**

The Hire Date field displays the earliest date of hire at the University. In some cases, this date may have come from the Payroll system if the date was earlier than in PIS.

6. **Base Salary Effective Date**

The Base Salary Effective Date field will be the effective date of an employee’s **most recent compensation rate change**. Currently, most people do not have a compensation rate change so the date is defaulting to the Hire Date; please do not submit a PAF to fix this field alone.

Important Note: Only when a pay rate transaction for an employee is processed in PeopleSoft, will the new **Base Salary Effective Date will be reflected on PAF**. Do not send down a PAF just to change the Base Salary Effective Date as the change can not be made.

Known Issues Regarding Turnaround PAF Forms

1. **Visa Type – PI Converted as EA**

The visa type of PI (Pending Immigration) in PIS is displaying as EA.

2. **Track Start Date**

The PAF displays a dummy value of 9/28/2004 in this field which is fine as Columbia does not use the Track Start Date field.

3C. Leave of Absence

▶ **Leave of Absence**

Leaves may be processed on either one or multiple PAF's depending on when the DA is informed of the Leave. Use the processes as appropriate to ensure the integrity and timeliness of the employee's record.

- **Multiple PAFs** – In the case where the DA is informed prior to or near the date of leave and the leave return date is not absolute, we encourage the use of multiple PAFs and request that you not be especially predictive (i.e. use one when you are notified of the leave and then submit another one when you are sure of the return date or the begin date of the next leave).
- **A Single PAF** – In the case where the DA is informed after the employee has taken and returned from leave, it is fine to use one PAF for both by entering the Action/Reason Codes and dates in the Comments Box.

3D. Transfers

▶ Transfers

There is only one date entered in the system to reflect the change in status from one position to another for an employee who is transferring. If the transferring employee's last day in the old position is Friday, October 22nd, then her end date would be Sunday, October 24th and her first work day in the new position which is the ***Effective Date of the Transfer*** would be Monday, October 25th since ***transferring Faculty & Staff no longer have termination dates.***

Process for all Transfers (including Casual employees):

1. The department that the employee is transferring from completes a PAF for the Transfer and sends it to their Final Approver for sign off. Note: *The department must also attach a Balance Memo detailing the employee's vacation, sick, and personal day balances.*
2. The Final Approver of the department that the employee is transferring from sends the PAF to the department that the employee is transferring to.
3. The department that the employee is transferring to updates the information on the Transfer PAF for the employee's new position, then signs it, and sends it to the appropriate final approver for their signature.
4. The Final Approver of the department that the employee is transferring to then sends the Transfer PAF (and the attached Balance Memo) to the HRPC to enter in PeopleSoft.

3E. Termination

▶ **Termination Date**

The last day an employee works is not their termination date; it is the next day as that is the first day that the position will be vacant.

- Example 1 – If an employee’s last work day is on Friday, October 22nd, then the Termination Date would be Saturday, October 23rd.
- Example 2 – If an employee’s Appointment/Base Salary End Date is Friday, December 31st, then the Termination Date would be Saturday, January 1st.
- Example 3 – If an employee resigns effective Friday, November 19th, then her submitted paperwork would show the Termination Date as effective Saturday, November 20th.

▶ **Termination Due to Death**

The terminating department must send a copy of the termination PAF to the Benefits Department and the original termination to the HRPC.

3F. Short-Term Casual/Temporary Employment

A Casual Hire Form must be submitted for each casual employee or their pay will not be processed. Be sure to plan proactively with your new hires so that you can **submit their paperwork by the Mail Closing Date** of the new employee's first pay period. *Important Note: You cannot submit a Time Entry Form for a terminated casual employee.*

▶ **New Casual Employment Form**

A new Casual Employment Form is available on the HR Forms web page at: <http://www.hr.columbia.edu/dat/forms/casual-empl-form/pdf-ver.pdf>. The information below on casual hires is also available on the Casual Employment Form.

▶ **Required Casual Employment Documentation**

The documents listed below must be submitted in order for a casual/temporary employee to work at Columbia University. After the individual has been hired, s/he will be eligible to be paid in FFE (or on a Time Card Entry form if needed).

For All New Employees: Casual Employment Form, Casual Agreement Form, W-4; I-9, Tax Form IT 2104 or IT 2104E

For Aliens: All of the above AND a visa designation and, if appropriate, Tax Treaty Claim Form 8233 and Statement.

▶ **Send All Documentation To**

Human Resources Process Center at 330 5th Avenue, 11th floor, Mail Code 3202 (*must be received within 72 hours of employment*).

▶ **Individuals Not Eligible for Casual Employment**

(For further information, contact the office of your dean or vice president)

- Students holding an appointment as a student officer.
- Individuals who will be appointed as faculty or officers of research.
- Individuals doing research (*they must be appointed as an Officer of Research – use the Nomination Form*).

▶ **Terminating Casuals**

- When a casual employee leaves your department, you need to submit a PAF to terminate them. Please submit the termination PAF as quickly as possible as this will remove the person from your FFE list thereby making your records more accurate if the person is rehired by another department.
- **Terminating 10 or More Casuals at one Time**
If you need to terminate 10 or more casuals at one time, please **print the Department Time Entry Form** from Manager Self Service and **enter “Terminate”** and the **termination date** next to each employee as appropriate. Then, sign and mail the form to the HRPC.

4. PAYROLL PROCESSING INFORMATION

4A. Pay – Calculations, Rate Codes, Pay Groups & Pay Calendars

Pay Calculations

It is extremely important that you calculate employee pay correctly and enter it the right place on the hire/change paperwork.

- ▶ Use the Annualization and Periodization Salary Calculation Rules excel document to properly Annualize or Periodize salary. The excel document is located at <https://my.columbia.edu>, *Administration Tab > Reference > Annualization & Periodization Rules*
- ▶ For Vacation Pay: Calculation must be done based on 260 working days per year.

Pay Rate Codes

There are three pay rate codes NAANNL, CNTRCT, NAHRLY; you must select the correct Pay Rate Code or the employee will not be paid properly.

- ▶ **NAANNL - Annual**
 - Use the NAANNL rate code for “ongoing pay” – positions that do not have appointment or base salary end dates. Examples are: Officers of Administration, Administrative Staff, Faculty with Tenure or Tenure of Title and Officers of the Libraries.
 - In the Base Salary field, enter the calculated salary for twelve months (annual salary).
 - Academic Appointments: The NAANNL code without end dates should be used only for faculty with tenure or tenure of title or for officers of the libraries who do not have an appointment/base salary end date.
- ▶ **CNTRCT – Contract**
 - Use the CNTRCT rate code for any finite pay with an end date.
 - In the Base Salary field, enter the salary for the contract period only.
 - Academic Appointments: All faculty (excluding tenured faculty and officers of the libraries), officers of research, and student officers must have appointment/base salary end dates and must have a CNTRCT rate code.
- ▶ **NAHRLY – Hourly & Exception Hourly**
 - Use the NAHRLY (Hourly) rate code for hourly pay.
 - In the Base Salary field, enter the hourly rate.

Pay Groups

An employee's Pay Frequency determines what time of the month an employee's pay is processed. Use the following chart to determine the appropriate Rate Code to enter on the employee's paperwork.

Pay Group	Pay Frequency	Description	Rate Code	Employee Type
M01	Monthly	Academic and Student Officers & UDA	CNTRCT	Salaried
M01	Monthly	Administrative Officers	NAANNL	Salaried
M02	Monthly	Stipend for Student Officers	NAANNL	Salaried
M03	Weekly	Tax Treaty Employees	NAHRLY	Hourly
BW1	Biweekly	Support Staff – 2110, NUSS, SSA, 1199 Clerical, 1199 HH	NAANNL	Exception Hourly
BW2	Biweekly	Casual & Work Study	NAHRLY	Hourly
WK1	Weekly	Support Staff – 241 TWU, 1199 Café, 32B/J, Local 100	NAHRLY	Exception Hourly
WK2	Weekly	Financial Aid Stipend – No Position/Salary	NAHRLY	Hourly
WK2	Weekly	Honoraria	NAHRLY	Hourly
RET	Monthly	Retirees	NAANNL	Salaried

Note: For Multiple Positions there are a few unacceptable combinations including:
 BW2 – MO1, WK1 – WK2, WK1 or WK2 and MO1, MO2, MO3.

Pay Calendar

Use the Pay Calendar to determine when the employee's paperwork has to be at the HRPC.

Sample Pay Calendar

Pay Frequency	Payroll Nbr	Pay Period	Mail Closing	View on Web Date	Check Date
Weekly	WKL-05-005	01/24/2005 – 01/30/2005	Monday 01/31/2005	02/02/2005	2/4/2005
Weekly	BWK-05-006	01/31/2005 – 02/06/2005	Monday 02/07/2005	02/09/2005	2/11/2005
Biweekly		01/24/2005 – 02/06/2005			
Weekly	WKL-05-007	02/07/2005 – 02/13/2005	Monday 02/14/2005	02/16/2005	2/18/2005
Monthly	MTH-05-002	02/01/2005 – 02/28/2005	Monday 02/14/2005	02/22/2005	2/28/2005
Stipend / Retiree	STR-05-003	03/01/2005 – 03/31/2005			3/1/2005
Weekly	BWK-05-008	02/14/2005 – 02/20/2005	Monday 02/21/2005	02/23/2005	2/25/2004
Biweekly		01/10/2005 - 01/23/2005			

4B. Time Entry, FFE & SAF

FFE & Web SAF – **Electronic Submission Required**

In order for the information in the application to be as accurate as possible, you can not use the paper Time Entry Form or the paper SAF, instead you must use FFE or WebSAF. There are three exceptions to this policy:

▶ **You can use the paper Time Entry Form or SAF if the**

- Faculty & Staff member is a new hire and is not yet in either system but you need to enter time for a current pay period or past pay period.
- Faculty & Staff member is in the Arts and Sciences department and you need to enter additional compensation (SAF Only). (Through Early January)
- Faculty & Staff member is administered by a different department so you are not allowed to submit time for them in either system.

▶ **Important Note:** *The Time Entry Form must never be submitted for individuals who will receive a Faculty Appointment or an appointment as an Officer of Research or an Officer of the Libraries.*

Time Entry Form – **New Form**

The Time Entry Form is now available in Adobe Acrobat Reader format which allows you to enter the data onto the form on your computer and then print it out. The form is on the Treasurer & Controller's Forms web page at: <http://www.columbia.edu/cu/controller/forms/forms.html> . Use this new form when needed per the exception rules listed above. **Note: It can not be used for any Exempt staff.**

Paper SAF – **New Required Fields**

If you need to submit a **paper SAF** per the exception rules listed above, then you must include the following information in the **Controller's Office Use Box: Employee ID, Empl Rec #, and Position Title**. You must also include the appropriate **Earnings Codes** per the chart below. **Paper SAF's submitted without this information will be returned to the department without processing.**

▶ **M01 Pay Group Earnings Codes**

<i>Addl Pay Rec</i>	<i>NB = No Benefits</i>	<i>BR = Benefits Eligible</i>	<i>PR = Private Practice</i>
1 st	004 Continuous	007 Continuous	005
2 nd	008 One-Time	010 Continuous	----
3 rd	009 Continuous	----	----
Lump Sum /Flat Tax	011	006	----

4C. Vacation Pay Advance

▶ **New Vacation Pay Advance Form**

- This form is available from the Treasurer & Controller's web site at http://www.columbia.edu/cu/controller/pdf/pr_vacationpay.doc

▶ **Instructions**

- Form must be received at least **two weeks** prior to the day on which the payment is requested. *Note: Employee must be active to receive a Pay Advance.*
- **Officers:** Are allowed to request only one Vacation Pay Advance per year.
- **Collective Bargaining Unit Members:** Please consult your Collective Bargaining Unit Agreement for the appropriate guidelines regarding a Vacation Pay Advance.

▶ **Send Completed Form To**

- Human Resources Process Center at 330 5th Ave, 11th Floor, Mail Code 3202.

4D. Check Distribution

▶ **CU Office Address**

- The CU Office Address is used by the HRPC to determine the appropriate Check Address.
- On the PAF you must enter a CU Office Address for every Faculty & Staff member. That address should consist of the Building Name and Mail Code. If you do not have a Mail Code enter the Box Number or Room Number instead.
 - *If campus mail delivers to the CU Office Address that you enter, then do not include the City, State, Zip.*

▶ **Incorrect or Missing Check Delivery**

- If a check is delivered incorrectly to your office, please contact one of the below facilitators right away so that they can determine if the check should be or is being held for pickup or if it should be redistributed to another department:
 - *Morningside Campus:* Ching Gonzalaz, 1901 Interchurch, 870-2832, cg297.
 - *Medical Center Campus:* Lenny Ruiz, P&S 2-443, 305-2258, lmr131.
- Please do not send a check anywhere until you have spoken with either Ching or Lenny.
- We would really appreciate it if you did not work around this process as it could result in addresses not being properly updated and/or an unnecessary wait time for the employee.

▶ **Fixing a Check Address**

- To quickly fix a check address, you can contact the HRPC Help Desk and they will correct it without a PAF. However, you should also go into Manager Self Service and update/correct the employees' CU Office Address.

4E. Pay Error Corrections & Emergency Check Guidelines

Use of Pay Error Correction Form

- ▶ **Correct and On Time Paperwork** – You **can** use this form only if the original pay paperwork or electronic submission was correct and received on time, by the appropriate Mail Closing Date.
- ▶ **Incorrect or Late Paperwork** – You **can not** use this form if the original pay paperwork or electronic submission was not correct or received late, after the appropriate Mail Closing Date.
 - Incorrect Paperwork – Must be resubmitted.
 - Late Paperwork – Will be processed on the appropriate on-cycle or off-cycle pay period based on the rules below. *It is not eligible for an emergency check.*
- ▶ The Pay Error Correction Form is available from the Treasurer & Controller’s web site at http://www.columbia.edu/cu/controller/pdf/pr_payerror.pdf

Payment Method Rules

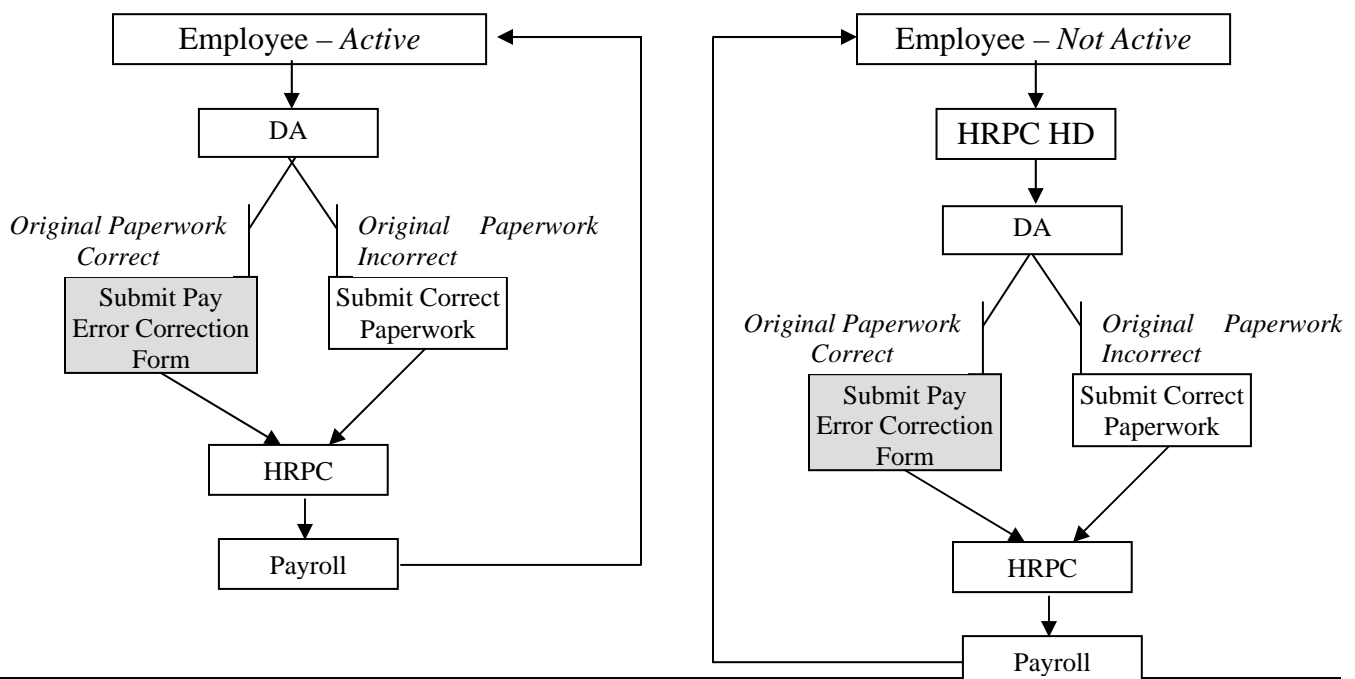
For Active or Retired Employees

- A. **On-Cycle** – If the pay error amount is less than 25% or \$1,000 of the individual’s period salary then it will be paid using the employee’s regular method on the next on-cycle pay period for their pay group.
- B. **Off-Cycle** – If the pay error amount is equal to or greater than 25% or \$1,000 but less than 50% of the individual’s period salary then it will be paid using the employee’s regular method on the next weekly off-cycle pay period.
- C. **Emergency Check** – If the pay error amount is equal to or greater than 50% of the individual’s period salary then it will be paid by manual check within 24 hours of receiving the approved and signed Pay Error Correction Form. *The final decision for a manual check rests with the HRPC and Payroll Management.*

For Laid Off or Terminated Employees

- ▶ The pay error will be paid by manual check within 24 to 48 hours of receiving the approved and signed Pay Error Correction Form.

Process Flow



4F. Direct Deposit

- ▶ **New Direct Deposit Form** – is available from the Treasurer & Controller’s web site at http://www.columbia.edu/cu/controller/pdf/pr_directdeposit.pdf. Please use this form to *create, change or cancel* a Direct Deposit.

- *Important Note: As of January 1, 2005, the HRPC will only accept the Direct Deposit Form listed above.*

- ▶ **Direct Deposit Process**

This is the process for activating an employee’s Direct Deposit request:

1. The Employee completes the Columbia University Direct Deposit Form and sends it to the HRPC at 330th 5th Ave., 11th Floor, MC 3202.
2. The HRPC enters the employee’s direct deposit information into PeopleSoft. *Incomplete or incorrect forms will be returned to the employee.*
3. On the next on-cycle pay period for the employee, the PeopleSoft Application transmits the employee’s direct deposit information to the bank. This is to validate the employee’s bank information only, no money will be transferred.
 - *Important Note: This step is called the Pre-Note Period and it is used by the University to validate with the bank that there are no errors in the employee’s bank information.*
4. The following on-cycle pay period after the Pre-Note Period, is when the direct deposit will be activated and the money will be transferred.

Timing Example:	<i>HRPC Enters Forms Received by the Mail Closing Date</i>	<i>Pre-Note</i>	<i>Direct Deposit Active</i>
Monthly Employee:	October	October	November
Biweekly Employee:	October 1 st Pay Period	1 st Pay Period	2 nd Pay Period
Weekly Employee:	October 2 nd Pay Period	2 nd Pay Period	3 rd Pay Period

- ▶ **Identify Faculty & Staff on Direct Deposit**

The Payroll Register column called FormID will display two different values. If the employee received

- a direct deposit the value will be CUDDA.
- a check the value will be CUCHK.

- ▶ **Online Pay Statement**

Monthly employees who are Direct Deposit users do not receive a paper pay statement. Instead, they have the online pay statement available for their use.

- As of January, 24, 2005, there is a new, Print-Friendly version of the online Pay Statement for monthly employees.
- When viewing the new, Print-Friendly version, we recommend using IE 5 or Netscape 7.1, or higher. While this version may also work with other browsers like Safari and Firefox, they are not supported by the Help Desk.

4G. W-2 Distribution

▶ What address are W-2's mailed to?

In response to requests from Faculty and Staff, we changed the W-2 distribution program to work as follows:

- It first determines if the employee has a Mailing Address, if one exists then that is where the W-2 is sent.
- If no Mailing Address exists, it then checks to see if the employee has a Home Address and sends the W-2 there.

▶ Appropriate Use of Address Types

- Home Address: This is the employee's permanent home residence address.
- Mailing Address: If the employee's local address is different than her permanent home residence address, she should create a Mailing Address.

▶ Incorrect or Missing W2's

- Please use our special 2004 PAYROLL TAX HOTLINE AND E-MAIL for any questions you may have about W-2s and other tax forms. These should be used for tax form questions instead of using the Help Desk.
 - Tax Form HOTLINE: 212-851-2944
 - Tax Form E-MAIL: w2@columbia.edu
- Please note: W-2 and 1099R (retiree) forms will be mailed by this Friday, January 28. This is in advance of the January 31 postmarking deadline. Most forms should be received by the end of next week (Friday, February 4). In cases where we have no US address currently on file (we have 50-100 of these cases), the form is being sent by campus mail to the administrative department for distribution.
- *Any address changes made after January 21, 2005 were NOT included in this mailing.* The tax form would have been sent to your previous address on file. If you need a duplicate form based on a change of address, please contact us at 212-851- 2944 or w2@columbia.edu.
- 1099M forms for stipend payments will be issued from Accounts Payable.
- They will be based on PeopleSoft information. If a 1099M form is missing, please contact Accounts Payable at 212-854-3921.
- 1042S (non-resident alien) forms will be mailed by February 28, 2005.
- Forms are mailed to your mailing address in PeopleSoft. If we have no mailing address in PeopleSoft for you, we are using your home address.

5. PAPERWORK VERIFICATION CHECKLIST

5A. PAF & Nomination Forms

Before paperwork leaves your department please verify it, please pay special attention to these PAF and Nomination Form fields:

- ▶ **Employee ID**
The Employee ID number must be entered in the Employee ID field (top left corner).
- ▶ **CU Office Address**
The address should include Department Name, Building, Mail Code or Box #.
- ▶ **Home Address**
The employee's home address should be the same on the hire form, W-4, and I-9 (with some exceptions).
- ▶ **Social Security Number**
The Social Security Number or Temporary Columbia ID number **must** be the same on the hire form, I-9, and W-4.
- ▶ **Appointment End Date**
The employee's Appointment End Date **must** be on or before the Visa Expiration Date.

5B. SAF Form

- ▶ **Earnings Code**

Also, be sure to add the following field information on the SAF form:

- ▶ **Employee ID**
- ▶ **Empl Rec #**
- ▶ **Position Title**

6. RESOURCES FOR HELP & INFORMATION

6A. HRPC Help Desk

▶ **Contacting the HRPC Help Desk**

- **Who:**
 - Faculty & Staff – University employees can contact the Help Desk regarding taxation issues, general deductions, direct deposit, and other employee directed information.
 - DA Staff Member – The staff of a DA can contact the Help Desk regarding policy and process questions but not specific employee data questions.
 - DA – All DA's can contact the Help Desk regarding specific employee questions.
- **When:** The HRPC Help Desk is open Monday to Friday from 9:00am until 5:00pm.
- **How:**
 - During business hours, you can contact the HRPC Help Desk either by phone at 212/851-2888 or by email at hrpc@columbia.edu. *(Please note that when all phone lines are busy, the phone will ring 12 times before the voice message system picks up and allows you to leave a message.)*
 - After business hours, please use email to contact the HRPC Help Desk.
- **Important Note:** *Before contacting the HRPC Help Desk, please prepare all of the appropriate information in advance (see Payroll Questions section below for an example) and provide it to the representative at the beginning of the call (or in your email/voice message). This will significantly expedite your call resolution time.*

▶ **Payroll Questions – Earnings, Deductions and Taxes**

When you contact the HR Process Center Help Desk regarding a payroll question/issue, please provide the information:

1. Employee ID
2. Empl Rec #
3. Status – *Active, LOA, Terminated, Retired*
4. Employee Type – *Officer, Support Staff, Work Study, Casual, Stipend*
5. Pay Group – *MO1, MO2, MO3, BW1, BW2, WK1, WK2*
6. Pay Type – *Base Pay, Additional Compensation, Overtime, Deduction, Taxes*
7. Submission Method – *Electronic or Paper*
8. Error Type – *Underpayment, Overpayment, Missing Payment*
9. Pay Period – *Prior, Current*
10. Pay Period Date
11. Brief Description of Question/Issue

▶ **Tracking**

- When your issue is logged, be sure to ask for your Issue Number.
- An issue will be closed if no response is received after three email attempts to reach the person who logged an issue.

▶ **Benefits Questions**

For Benefits related questions you and/or the employee need to contact Faculty & Staff Services in the HR Department.

7. COMMUNICATIONS & DOCUMENTATION

7A. Communications

We are archiving dalist communications at <http://www.columbia.edu/cu/pac/communications.htm> .

- ▶ 10/12/2004 – PAC Update I
- ▶ 10/15/2004 – PAC Update II
- ▶ 10/26/2004 – PAC Update III
- ▶ 11/4/2004 – Pay Distribution

7B. Documentation

Guides

- ▶ **HRPC & Payroll Processing FAQ – 2/1/2005**
<http://www.columbia.edu/cu/pac/communications.htm>
- ▶ **Nomination & PAF Form Glossaries**
<https://my.columbia.edu> , Administration Tab > Reference > Nomination Glossary
<https://my.columbia.edu> , Administration Tab > Reference > PAF Glossary
- ▶ **Nomination & PAF Form Sample Transactions**
<https://my.columbia.edu> , Administration Tab > Reference > Nomination & PAF Samples
- ▶ **Manager Self Service Guide**
<https://my.columbia.edu> , Administration Tab > Tools > People@Columbia – Self Service
 - **Action / Reason Codes & Earnings/Deduction Codes**
In the Manager Self Service Guide Appendix.

Forms

- ▶ **Manager Self Service Security Access / Change Form**
<https://www.ais.columbia.edu/sws/psoft/index.html>
- ▶ **Nomination Form – New Hires Only**
<https://my.columbia.edu> , Administration Tab > Forms > Human Resources Form Library
- ▶ **PAF Form – New Hires Only**
<https://my.columbia.edu> , Administration Tab > Forms > Human Resources Form Library
- ▶ **Short-Term Temporary/Casual Employment Form**
<http://www.hr.columbia.edu/dat/forms/casual-empl-form/pdf-ver.pdf>
- ▶ **Time Entry Form**
<http://www.columbia.edu/cu/controller/forms/forms.html>
- ▶ **Direct Deposit Form**
<https://my.columbia.edu> , Faculty & Staff Tab > Forms > Financial Quick Links
- ▶ **Vacation Pay Advance Form**
http://www.columbia.edu/cu/controller/pdf/pr_vacationpay.pdf
- ▶ **Pay Error Correction Form – Revised 2/1/2005**
http://www.columbia.edu/cu/controller/pdf/pr_payerror.pdf