Audit of Personnel Transactions

I. Purpose

To provide an audit/verification of the personnel transactions within the University.

II. Objectives

A. To initiate changes to personnel/payroll information by using a transmitted document.

B. To provide information to payroll staff for State System of Higher Education Human Resources System (HRS) input.

C. To follow each personnel transaction as it is processed.

D. To maintain a pending file for future transactions.

III. Policy

The pre-numbered, carbonized Personnel Action Control Transmittal is initiated, completed, and approved by the Benefits and Transactions Manager when requesting action involving a staff or faculty personnel or payroll record.

The Personnel Action Control Transmittal provides the necessary documentation in support of each requested and approved action. Human Resources maintains, via Watfile, a numerical listing as a method of tracking each change that occurs to personnel/payroll information.

After completion and approval, the PACT is recorded by number, name, transaction, effective date (to and from), originator's initials, date posted to the complement (if it effects personnel information), date given to payroll, and pending action date. Also at this time all updating to Personnel Data Record is recorded.

A pending file is created to maintain a listing of future actions for Personnel Action Control Transmittals.

The PACT is routed to the Payroll Office for input to the HRS. Payroll maintains the bottom copy for their records and the top copy is returned to Human Resources where it is recorded the day it is received. The PACT's that are completed during the week are routed through Human Resources for review and filing purposes.

On Friday of each week, Report FS010 "Edit Personnel File" is forwarded from the Computer Center to the Human Resources Office. The errors listed on the report are reviewed and corrections are made to the Personnel Data screen.

The following personnel actions must be initiated by the University Human Resources staff and submitted to the Payroll Office for input to HRS via PACT. In absence of the Human Resources staff, the Vice President for Finance and Administrative Affairs and/or the President may initiate the PACT.

Appointments and Separations

Promotions/Demotions/Reclassifications/Transfers

Employee Benefits

Miscellaneous Personnel Information

Employee Deductions

Dual Employment/Extra Services/Extra Payments

Payment for Positive Leave Balances

Arbitration Awards

Salary Adjustments

Earnings Code Adjustments

The following payments are authorized for input through the time reporting screens by the appropriate Human Resources manager with limitations provided by the Vice Presidents and/or the President.

1. Shift Differential

2. Overtime

3. Temporary Assignment in Higher Classification

The following payments are authorized by individual contract or some other form for payment by the Dean and the Provost or the President and then input through the time reporting screens:

1. Summer School Contracts

2. Overload

3. Independent Study

4. Individualized Instruction