Purpose of Payroll Certification

The Payroll Certification is an important tool for fiscal officers and/or delegates. Its purpose is to allow fiscal officers and/or delegates to review payroll charges just prior to payday and allows an opportunity to correct mistakes before employees are paid. An automated internal process uses the fiscal officers and/or delegates authorization for AIS transactions to view Banner payroll transactions.

Fiscal Officer's should review Payroll Certifications as part of the financial oversight of university funds including state, grant, service accounts, funded debt, and local funds. Payroll Certifications may be approved or disputed and expire in 2 weeks. Expired Certifications are considered approved. The automated process does not allow a Certification to be printed after approval, so if a paper copy is desired, please print one before approving. See our Payroll Certification Power Point Training Overview at http://www.siue.edu/human-resources/pdf/PayrollCertification.ppt

Viewing the Certification

Fiscal Officers should approve the Certification if each employee's pay is accurate and charged to the proper account. Fiscal Officers should dispute the Certification if there are incorrect pay amounts OR the labor account being charged is incorrect.

If employees are missing from the Certification; before the Certification is disputed, please contact Payroll. If the new employee paperwork was not received by the Payroll cutoff date, the employee will not appear until the following payroll. In this case, the Certification does not need to be disputed.

When contacting Payroll by fax (650-2696) or by e-mail (see Contacting Payroll) about a disputed Certification, please indicate which employee (name and Banner ID) is affected and provide a description of the issues. Payroll staff will review the Certification, any documentation support provided, and research the Banner system to investigate what occurred.

If the employee was paid correctly, Payroll will respond with an explanation.

If the employee was paid incorrectly, Payroll will propose a correction for the following payroll to be processed per the processing schedule. Payroll will communicate the correction needed so that fiscal officers and/or delegates will be able to see the correction displayed on a future Certification. Payroll will also communicate the pay correction needed to the affected employee.

If fiscal officers and/or delegates accidentally dispute a Certification, please contact the appropriate HR Payroll staff (see Contacting Payroll). Payroll will request an e-mail to explain and retract the Certification dispute. This is for audit purposes only.

Payroll Certifications Expire in Two Weeks
Payroll Certifications expire in 2 weeks. Certifications should be approved or disputed during the 2 week period.

Certifications should be reviewed and responded to in a timely manner (prior to the next payroll cutoff date for the payroll (FA, SM, or BW)). Doing so allows Payroll time to make the necessary corrections on the following payroll.

It is to the advantage of the employee, the department, and the University that corrections are made in a timely fashion. When a Certification contains an overpayment situation and Payroll is contacted before the direct deposit tape is sent to the bank, the overpaid employee can be removed from the tape before the pay is sent to the bank. A manual check can be prepared and available for the employee on the scheduled pay day.

Certifications disputed after a payroll cutoff will require later follow-up and subsequent corrections will be made on the next available payroll. Please note that all payrolls are required to be processed in advance of pay day due to university policy and banking requirements. Payroll cut off dates can be found at http://www.siue.edu/human-resources/payroll/index.shtml under "Pay Schedules", select either "Faculty, Semi-Monthly or Bi-Weekly."

Employee Pay Records For Those Who Defer Pay
The Certification displays paid salary for employees who defer pay differently than non defer pay. Please see the example below:

If the Regular Gross = 2500.00/ per payroll (9mo /18 pay periods),

The Certification will display:

Gross pay less deferral (earn code100) = 1875.00 / per pay period
Defer pay (earn code 130) = 625.00 / per pay period

To verify the salary, add the two amounts together. Also, if an employee is paid by multiple accounts, the Certification amount for each account must be added to obtain the total gross pay for that employee.

The 'Defer pay out' amount and earn code (131) are not displayed on Certifications during the summer, because the account has already been charged when the pay was earned. The amount and earn code are displayed on summer Pay Statements for these employees.

Payroll Redistribution Certification
The Payroll Redistribution Certification is on a separate page and **only** displays **retroactive** changes (and applicable benefits for grant accounts) that are redistributed between two or more accounts. Changes are identified by each payroll that has been redistributed and displayed in order by a payroll identifier. See an example in our Payroll Certification Power Point Training Overview at
http://www.siue.edu/human-resources/pdf/PayrollCertification.ppt

Accounts with One or More Delegates Who Share This Responsibility
Payroll Certifications are only accessible by the Fiscal Officer and his/her Delegate(s) and can only be approved or disputed once. Once a Certification has been approved or disputed, the others with access will not be able to open/view the Certification, nor will they receive a message that the Certification has been approved or disputed. Therefore, it is important that Fiscal Officer(s) and/or Delegate(s), who share this responsibility for an account, communicate with each other when they have approved or disputed a payroll Certification. Otherwise, it may be assumed that there is a problem with accessing the Certification. If necessary, print a copy of the Certification before final approval. Due to system constraints, access is no longer available after Certification has been approved/disputed.

Information regarding Grant Accounts and fringe benefit costs
Per the Grants Office, beginning July 1, 2014, new rates for Fringe Benefit (Health Insurance, Medicare, etc.) are:
Fringe Benefit Rates (Health Insurance, Medicare, etc.):
28.1% Federally-negotiated fixed fringe benefit rate for the Faculty
37.5% for Staff
59.6% for East St. Louis Staff
7.7% for Part-time Staff
These rates will be charged to all grant accounts for fringe benefits, instead of using employee FTE's, benefit choices, and exact labor distribution percent. Fringe benefit costs will continue to be charged during each payroll as salary dollars are expended. With this new flat rate, you will see a benefits summary charge based on the total salary charge. The process does not display detail charges by employee as in the past.

An example of how this new rate and charges appear is included in the Payroll Certification Power Point Training Overview.

If you have questions about this, please contact the Office of Research and Projects at 650- 3010 or refer to: https://www.siue.edu/orp/externalgrants/budget.shtml

Who to Contact When You Have a Problem

When you are logging in, if you receive the following error:

ERROR: The Password is incorrect. You have only 4 attempts remaining.
You have entered an incorrect password. Please re-enter the correct e-id and password. Please note you only have 5 attempts to enter the e-id and password correctly, otherwise you will be locked out of the system.

Contact the ITS Help desk at extension 5500 if you need further assistance.

ERROR: Your e-id is not authorized for access.

This means that the e-id entered is not authorized as a Fiscal Officer or Delegate for an account's Payroll Certification.

If you are a new Fiscal Officer and/or Delegate, you may need to verify with Administrative Accounting at Ext. 2120 to ensure the information has been entered into the AIS system to establish the Fiscal Officer or Delegate account. Until this is complete, you will not be able to access Payroll Certifications for the account (and you will not receive the e-mail to alert you to the Payroll Certification).

Payroll Certification reports have all been approved or disputed. No remaining reports were found for your e-id. You may exit by clicking on the "Logout" button.

If there are more than one delegate, please contact the other employees to verify that one of them approved or disputed the Payroll Certification.

If you receive an e-mail notification requesting you to approve a Payroll Certification you or another delegate has previously approved or disputed, please forward this e-mail to Jill Schaefer (jschaef@siue.edu), so that ITS can determine why this automated message was sent.

Contacting Payroll

If you have questions regarding entries on Payroll Certifications please contact the following Payroll employees at extension 2190:

SM (semi-monthly) payroll:
Michelle Pugh (mipugh@siue.edu) or Kayla Orban (kwidner@siue.edu)

FA (faculty semi-monthly) payroll:
Rasheda King (rajohns@siue.edu) or Robyn Courtway (rcourtw@siue.edu)

BW (bi-weekly) payroll:
Judy Harwell (jharwel@siue.edu)

ST (student) payroll:
Raquel Wieser (rwieser@siue.edu)

For all other questions or if you are unsure, please contact:

Denise Hunt (dhunt@siue.edu), Payroll Compliance and NRA Tax Manager
LaVontas Hairston (lhairst@siue.edu), **Assistant Director of Benefits, Payroll and HRIS**

Thank you!