FORM SUBMITTAL MANUAL

July 2016

Human Resources

Created by Joanne Barstad

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POSITION FUNDING FORMS

Position funding forms are needed only if one of the following applies:

-If changing or adding a fund to a position.
-If changing the percentage on a single Occupant Position.
-If increasing or decreasing the dollars in a single Occupant Position that has only one fund.
-If it has more than one fund then they must be percentages.
-If setting up a new position.
-If setting up a new fiscal year funding.
-If a grant or any other fund has run out of money.

Please make sure to always use the most up-to-date forms. You can find these at our website:
http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/manager-forms.cfm

UND Budget Office

Instructions regarding how to fill out a Position Funding Form (PFF)

The following steps should be completed when filling out a PFF. A link to the PFF can be found on the Budget Office website at http://und.edu/finance-operations/budget/

- Choose One - Mark the type of employee for which the form is being completed.
- Single or Pool - Mark "Single Occupant" or "Pool Position".
- Effective Date - Enter the effective date (pay periods begin on the 1^{st} and 16^{th} of the month; although in rare occasions start dates may differ).
- Position # - Enter position number (please contact Human Resources if position # is unknown).
- Department # - Enter department number to which employee is assigned.
- Name - Enter last name and first name. If it is a Pool position, you can enter "Pool" in the last name box. Send only one form for all employees in that position, if their funding will be the same.
- Empl ID - Enter the Empl ID; leave blank if Pool position.

Funding Source:

- How to Look Up a Funding Source (Combo Code): See instructions on Budget Office website: http://und.edu/finance-operations/budget/forms-other-resources.cfm
- How to Request a New Funding Source (Combo Code): See instructions on Budget Office website: http://und.edu/finance-operations/budget/forms-other-resources.cfm
- Fund Code – Enter 5 character value of fund number being used.
- Department # - Enter 4 character department number to which funding source belongs.
- Department name – Enter name of department to which funding source belongs.
- Project/grant number (if applicable) - Begins with UND and is 10 characters.
- Program number (if applicable) - Is 5 characters, the leading 0 is highlighted in gray; enter the last 4 digits. *You cannot have both a project and program number.*

Account - All start with “51”, which is highlighted in gray; enter the last 4 digits from the list below. This will auto fill as a letter at the end of the Combo Code. Use the following chart to help choose the correct account:

Character	Account	Account Description	Example Employees
R	511002	Salaries - Regular - Benefitted	Regular benefitted staff
S	511005	Staff Overload	Exempt staff working > 100% - Not for faculty overload
O	512005	Salary - Other	Students only
T	513005	Temporary - Salaries - Non-Benefitted	Temporary employees, non-students, employee awards, other staff pay
V	514005	Overtime	Non-exempt staff overtime
F	515005	Salaries - Faculty	FT/PT faculty - scientist/specialist, resident medical school stipends, post-doctoral pay, department chair supplement, other faculty payments
P	515010	Faculty Overload	Faculty working/teaching > 100%
G	517005	Salaries - Graduate Assistants	GRA, GSA and GTA

- Combo Code – Auto-filled based on information entered in preceding row. All Combo Codes must start with a “U” and end with a letter. Please check for accuracy.

- % of Distribution - Enter the percentage for each fund. Percentages must equal 100%. *You can enter the % with up three decimal places.* Repeat for as many Funding Sources as needed. In rare instances, a dollar amount may be used (please contact the Budget Office for guidance).

- At the bottom of the form make sure to check the boxes to indicate “Permanent” or “Temporary” change and “Replace All Funding Sources” or “Add Funding Source”.

- A Temporary change is one that *will not* be carried over to the next FY Budget Module.

- A Permanent change is one that *will* be carried over to the next FY Budget Module.

- Note any pertinent information in the “Additional Information” box. Ex: If we are to delete some or all other funding sources, if you need to add work-study to a position, etc.

- Be sure to enter the department contact person and phone number. This should be the person who filled out the form or who should be contacted with questions.

- At least two departmental signatures are required. Please note that VP/College/Department requirements may differ/require additional signatures.

- If you are sending more than one sheet for one position #, please indicate the number of pages at the bottom. Ex: 1 of 1, 1 of 2, 2 of 2, etc.

When a PFF is not needed:

- If not changing position numbers, but changing from work-study to institutional or vice versa, you do not need to send a PFF (as long as the base funding source(s) and the H14 work-study funding are set up on the position).

- If you have verified that funding sources are accurate in the Department Budget Table, when filling out a Job Data Hire form, a PFF is not needed.

UND University of North Dakota

POSITION FUNDING FORM

HRMS

Unless otherwise specified, changes made via this form will change ALL existing funding sources for position number listed below. Please list ALL funding sources to total 100% of distribution (does not apply to Workstudy funding).

CHOOSE ON ☐ Faculty ☐ Staff ☐ Temp Staff ☐ Medical Resident ☐ Workstudy Student ☐ GTA/GRA/GSA ☐ Institutional Student

☐ SINGLE OCCUPANT POSITION ☐ POOL POSITION (If pool position is salaried, any changes will affect all occupants)

EFFECTIVE DATE	POSITION NUMBER	DEPT NUMBER	LAST NAME if Single Occupant - POOL if Pool Position	FIRST NAME (Blank if Pool)	EMPL ID (Blank if Pool)
7/16/2016	00018177	3250	Doe	Jane	0000000

FUNDING SOURCE 1

FUND CODE	DEPT #	DEPT NAME	PROJECT/GRANTS	PROGRAM (last four digits)	ACCOUNT (last four digits)
31413	3250	Human Resources		0	5 1 2005

Combo Code U314133250O — PERCENT OF DISTRIBUTION 100.000%

FUNDING SOURCE 2

FUND CODE	DEPT #	DEPT NAME	PROJECT/GRANTS	PROGRAM (last four digits)	ACCOUNT (last four digits)
				0	5 1

Combo Code U — PERCENT OF DISTRIBUTION

FUNDING SOURCE 3

FUND CODE	DEPT #	DEPT NAME	PROJECT/GRANTS	PROGRAM (last four digits)	ACCOUNT (last four digits)
				0	5 1

Combo Code U — PERCENT OF DISTRIBUTION

FUNDING SOURCE 4

FUND CODE	DEPT #	DEPT NAME	PROJECT/GRANTS	PROGRAM (last four digits)	ACCOUNT (last four digits)
				0	5 1

Combo Code U — PERCENT OF DISTRIBUTION

FUNDING SOURCE 5

FUND CODE	DEPT #	DEPT NAME	PROJECT/GRANTS	PROGRAM (last four digits)	ACCOUNT (last four digits)
				0	5 1

Combo Code U — PERCENT OF DISTRIBUTION

Choose One	Choose One	TOTAL % OF DISTRIBUTION Must equal 100% if replacing
☑ Permanent Change (will be reflected in next FY Budget Module)	☑ Replace All Funding Sources	100.000%
☐ Temporary Change (will not be reflected in next FY Budget Module)	☐ Add Funding Source	

Additional Information:

Contact Nan Mary Jane **Phone** 7-7777 **Box #:** 7127

Authorized Signature ____ Date ____ Additional Signature ____ Date ____

Additional Signature ____ Date ____ Additional Signature ____ Date ____

Send Completed Form to Budget Office, Stop 8233

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Form Date 04-06-2016

Position Funding Form Sample

University of North Dakota

POSITION FUNDING FORM

HRMS

Unless otherwise specified, changes made via this form will change ALL existing funding sources for position number listed below. Please list ALL funding sources to total 100% of distribution (does not apply to Workstudy funding).

CHOOSE ON ☐ Faculty ☐ Staff ☐ Temp Staff ☐ Medical Resident ☐ Workstudy Student ☐ GTA/GRA/GSA ☐ Institutional Student

☐ SINGLE OCCUPANT POSITION ☐ POOL POSITION (If pool position is salaried, any changes will affect all occupants)

EFFECTIVE DATE	POSITION NUMBER	DEPT NUMBER	LAST NAME if Single Occupant - POOL if Pool Position	FIRST NAME (Blank if Pool)	EMPL ID (Blank if Pool)
7/16/2016	00018206	3250	Doe	Jane	0000000

FUNDING SOURCE 1

FUND CODE	DEPT #	DEPT NAME	PROJECT/GRANTS	PROGRAM (last four digits)	ACCOUNT (last four digits)
31421	3250	Human Resources		0	5 1 3005

Combo Code	PERCENT OF DISTRIBUTION
U314213250T	95.000%

FUNDING SOURCE 2

FUND CODE	DEPT #	DEPT NAME	PROJECT/GRANTS	PROGRAM (last four digits)	ACCOUNT (last four digits)
				0	5 1

Combo Code	PERCENT OF DISTRIBUTION
U	

FUNDING SOURCE 3

FUND CODE	DEPT #	DEPT NAME	PROJECT/GRANTS	PROGRAM (last four digits)	ACCOUNT (last four digits)
				0	5 1

Combo Code	PERCENT OF DISTRIBUTION
U	

FUNDING SOURCE 4

FUND CODE	DEPT #	DEPT NAME	PROJECT/GRANTS	PROGRAM (last four digits)	ACCOUNT (last four digits)
				0	5 1

Combo Code	PERCENT OF DISTRIBUTION
U	

FUNDING SOURCE 5

FUND CODE	DEPT #	DEPT NAME	PROJECT/GRANTS	PROGRAM (last four digits)	ACCOUNT (last four digits)
				0	5 1

Combo Code	PERCENT OF DISTRIBUTION
U	

Choose One	Choose One	TOTAL % OF DISTRIBUTION Must equal 100% If replacing
☑ Permanent Change (will be reflected in next FY Budget Module)	☐ Replace All Funding Sources	
☐ Temporary Change (will not be reflected in next FY Budget Module)	☑ Add Funding Source	95.000%

Additional Information:

Please add above funding source in place of 3141332500 and keep all other funding sources.

Contact Nan Mary Jane **Phone** 7-7777 **Box #:** 7127

Authorized Signature Date

Additional Signature Date

Additional Signature Date

Additional Signature Date

Send Completed Form to Budget Office, Stop 8233

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Form Date 04-06-2016

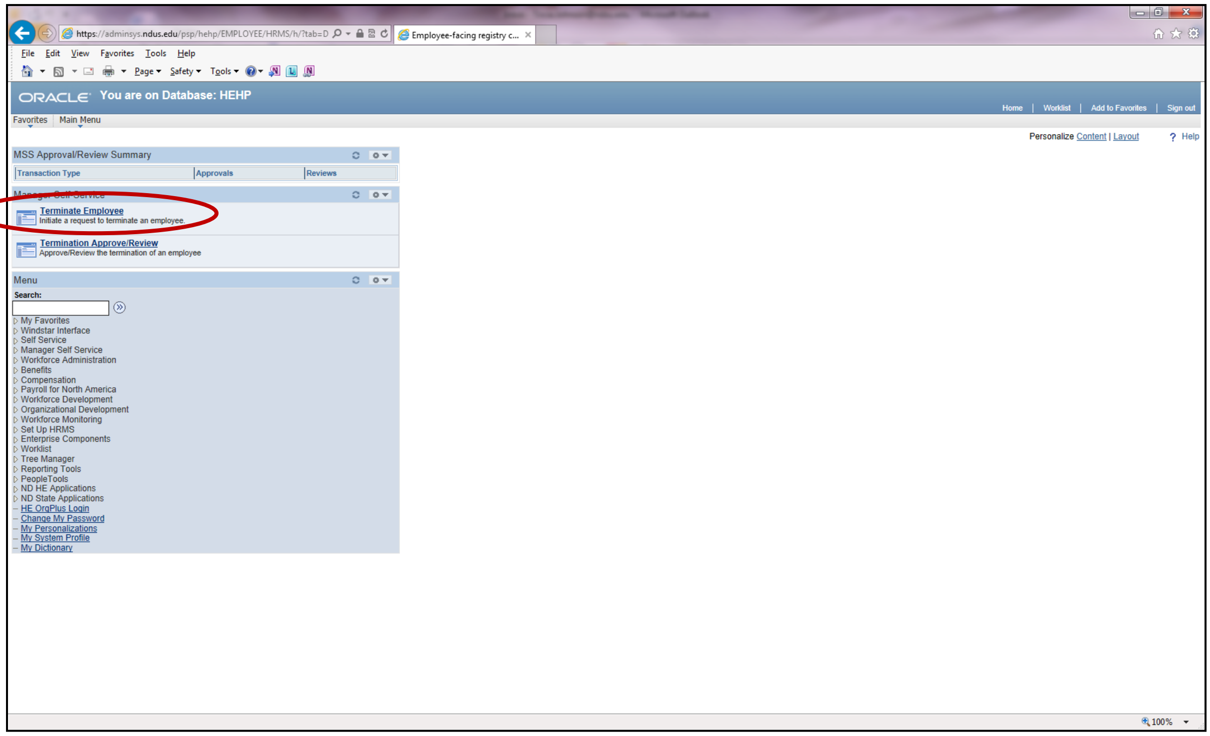
Position Funding Form Sample

<u>TERMINATIONS</u>

The following section will have step-by-step directions for terminating someone using Manager Self Service in Peoplesoft.

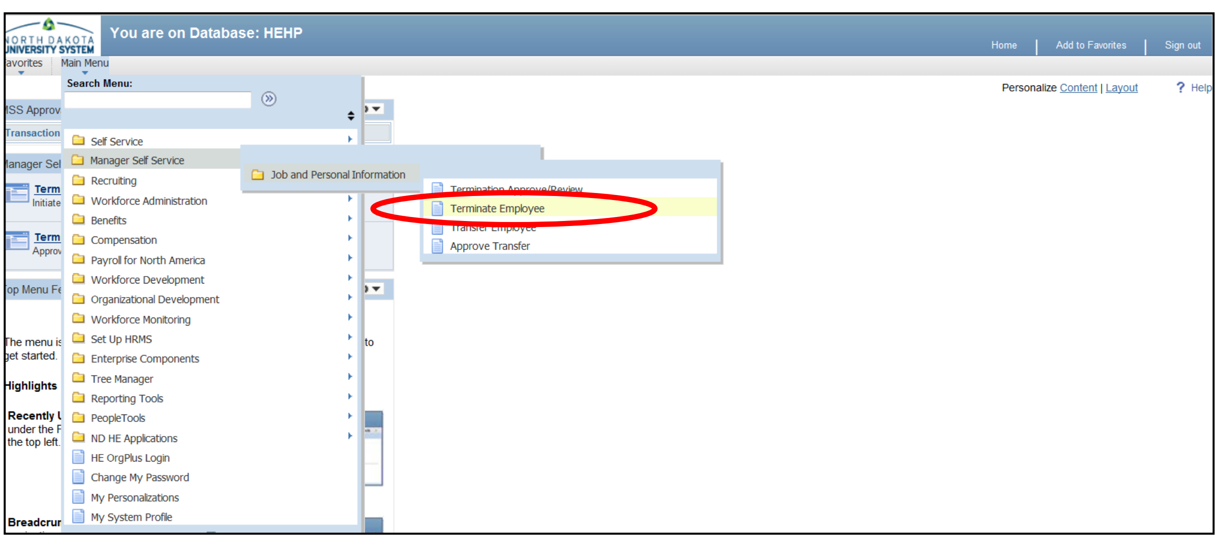
Please make sure to always use the most up-to-date forms. You can find these at our website:
http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/manager-forms.cfm

Initiate Termination Navigation

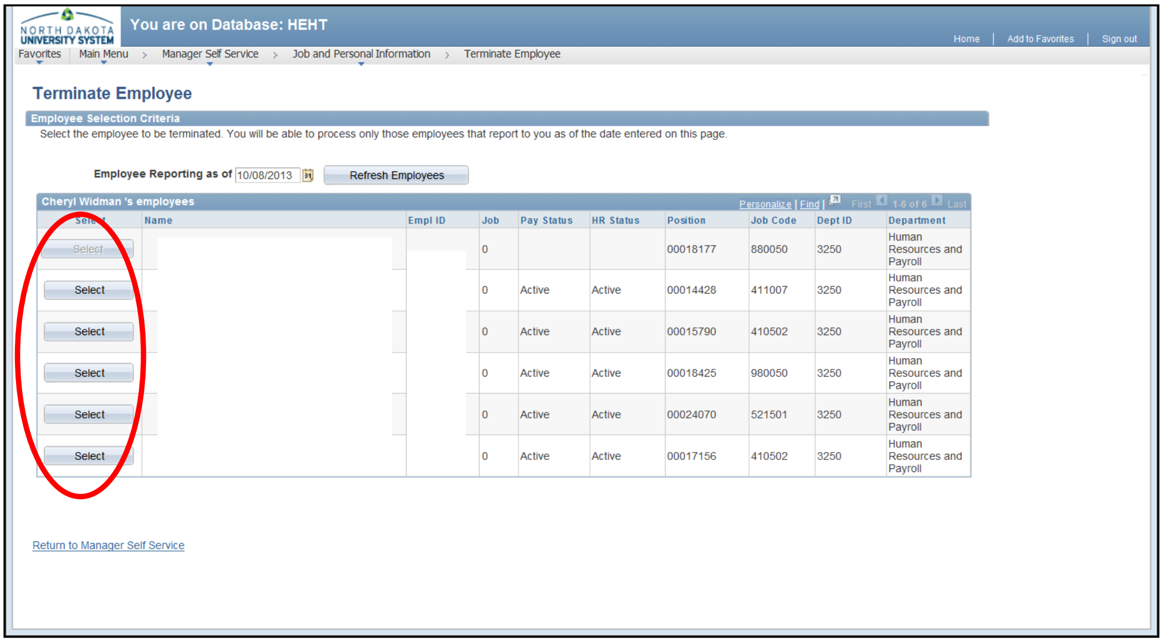


- From your home screen, click the *Terminate Employee* link.

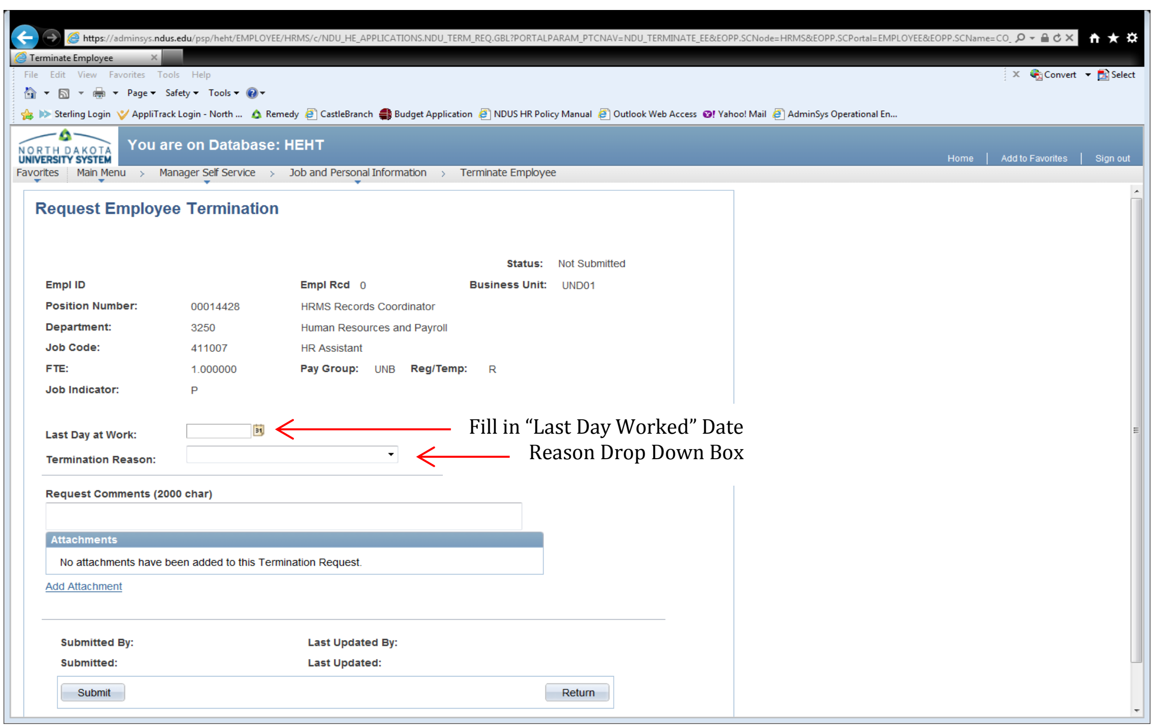
- You can also navigate to the Terminate Employee page by following this navigation. Main Menu > Manager Self Service > Job and Personal Information > Terminate Employee and then click on *Terminate Employee*.



Initiate/Submit a Termination.
Once you have clicked on the *Terminate Employee* link your screen will look similar to this.

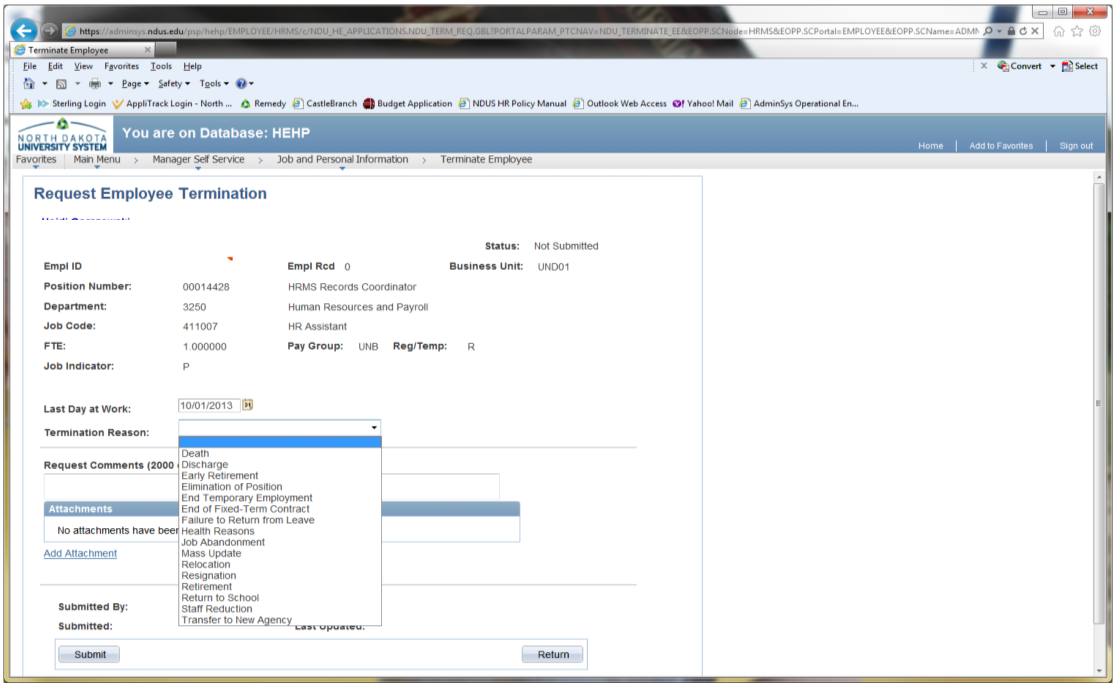


- Click the Select button next to the employee's name that you wish to terminate and you will see the following screen.



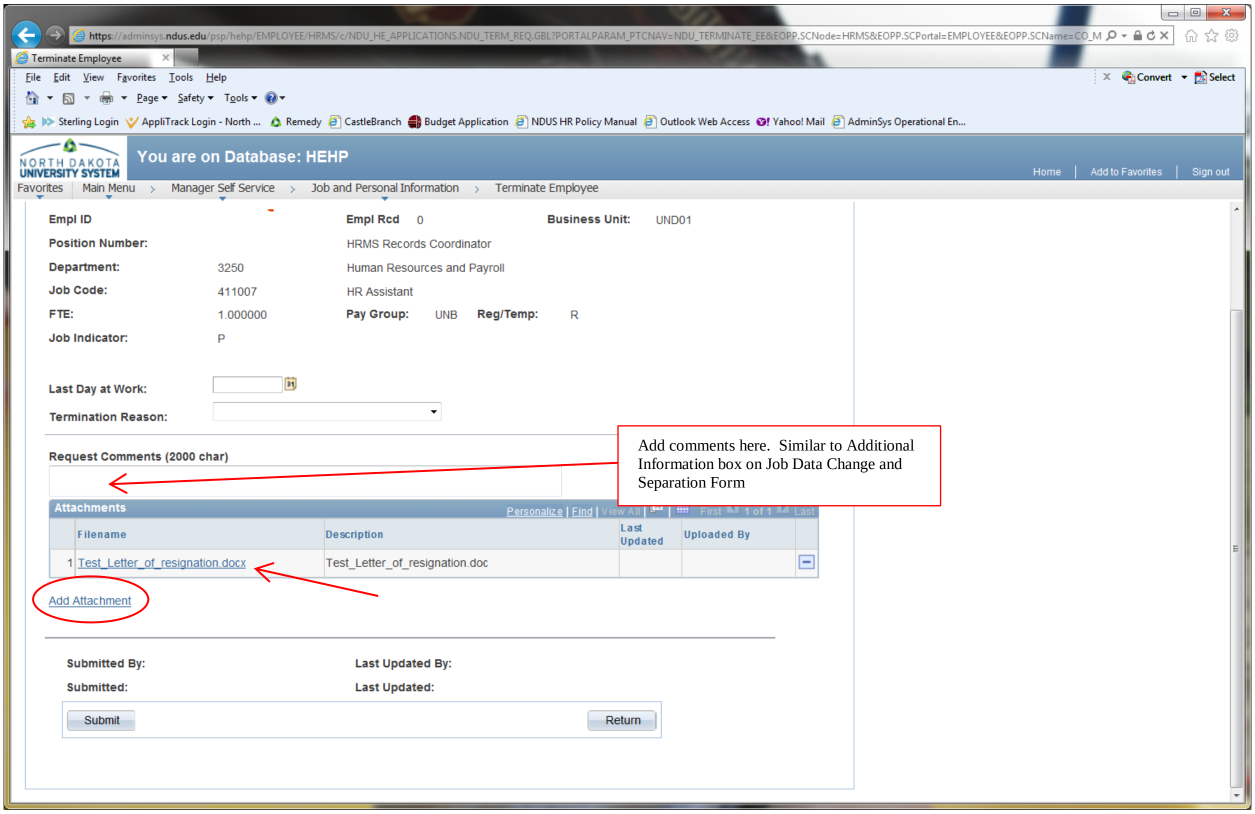
- Fill in the employee's "Last Day at Work" date by either clicking on the calendar link and choosing the date or filling in the field using mm/dd/yyyy format.

- Click the arrow on Termination Reason to open a drop down box of Termination Reasons.



- Select appropriate Termination Reason from drop down list.

Adding Comments/Attachments



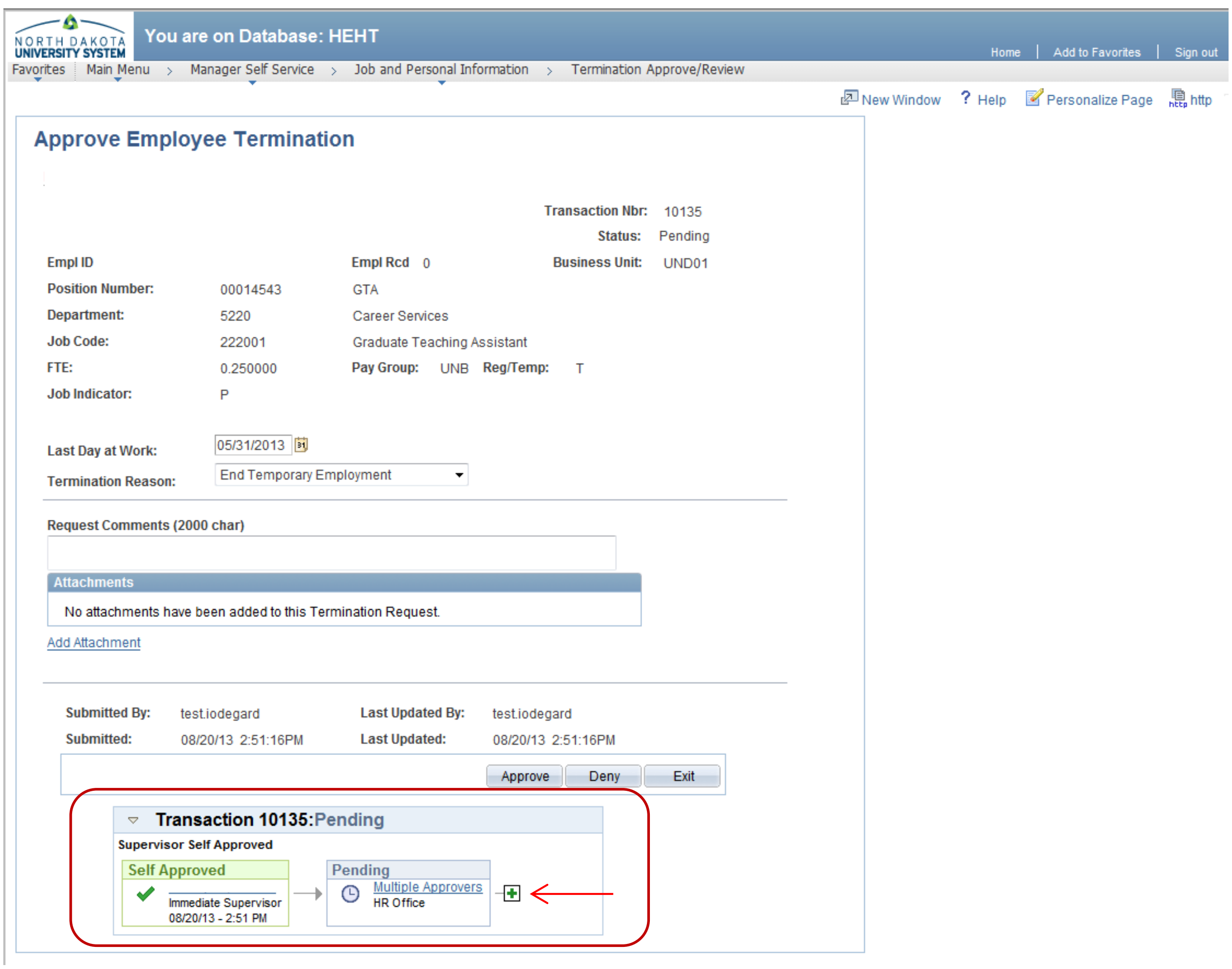
- Add additional comments in the Request Comments field if necessary and/or desired. This field is similar to the Additional Information box on the Job Data Change & Separation form.
- To Add an Attachment:
  - Click the "Add Attachment" link
  - Click the "Browse" button. Navigate to the saved document for uploading. Select the document.
  - Once the document path has loaded, click "Upload"
  - The document will display with the description and document extension type
- Add Attachment(s) (if required/desired):
  - Attachments are required for Benefitted Faculty and Staff. Examples of an attachment for a benefitted employee would be a letter of resignation, Reduction-In-Force document, discharge document, leave agreement, etc.
  - Attachments are not required for non-benefitted employees but reason for termination is recommended on temporary employees. Please add in Request Comments field.
- Click the Submit button to route the termination request for approval.
  - The termination has been sent to HR/Payroll for final approval.
  - Department's portion of the termination process is now finished unless you need to Ad-hoc additional Approvers or Reviewers.
- If additional Approvers or Reviewer are required/desired, see Adding Ad Hoc Approvers and Reviewers.

Adding Reviewers and Approvers

During the approval process, you may additional Reviewers and/or Approvers.

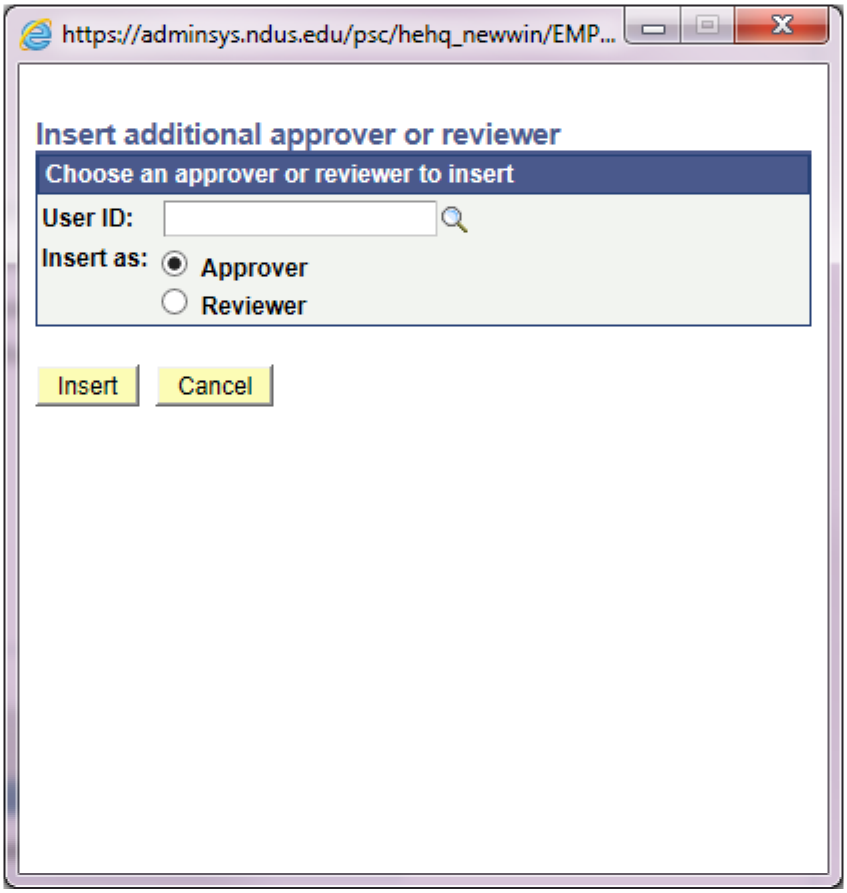
- Adding a Reviewer
  - A reviewer is someone who needs-to-know that a termination has been submitted.
  - Adding a Reviewer will not hold up the processing of the transaction.
  - Reviewers can view comments but cannot view attachments.
- Adding an Approver
  - An Approver is an individual with the authority to stop the actual termination.
  - Adding an Approver will be used only in ***rare*** circumstances.
  - Adding an Approver will hold up the processing of the transaction through work flow until that person has approved the termination transaction.
  - Approvers can view comments and attachments that have been attached to a termination.

Reviewers/Approvers can be added after the transaction has been submitted to HR and also by any next pending Approver.



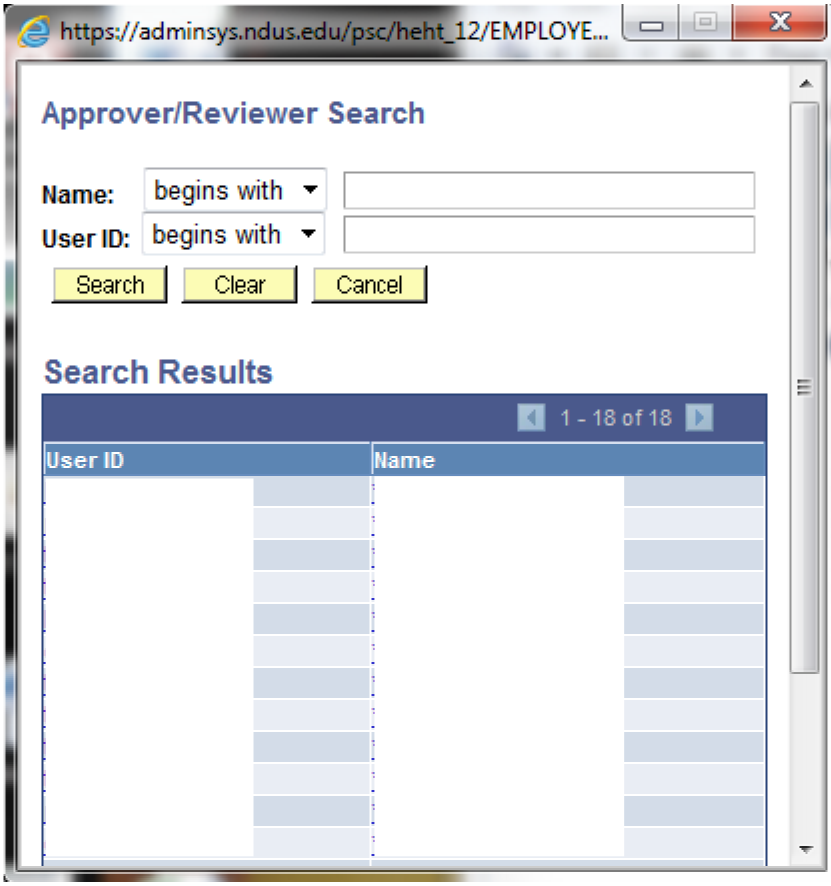
- You may add a Reviewer and/or Approver only **after** you have submitted the termination. **DO NOT** leave this page until after you have added all Reviewers and/or Approvers as required/desired. You will not be able to add anyone once you have left the page.
- To add a Reviewer and/or Approver, click the "plus" sign near the bottom of the screen

After you have clicked on the "plus" sign you will see this page.

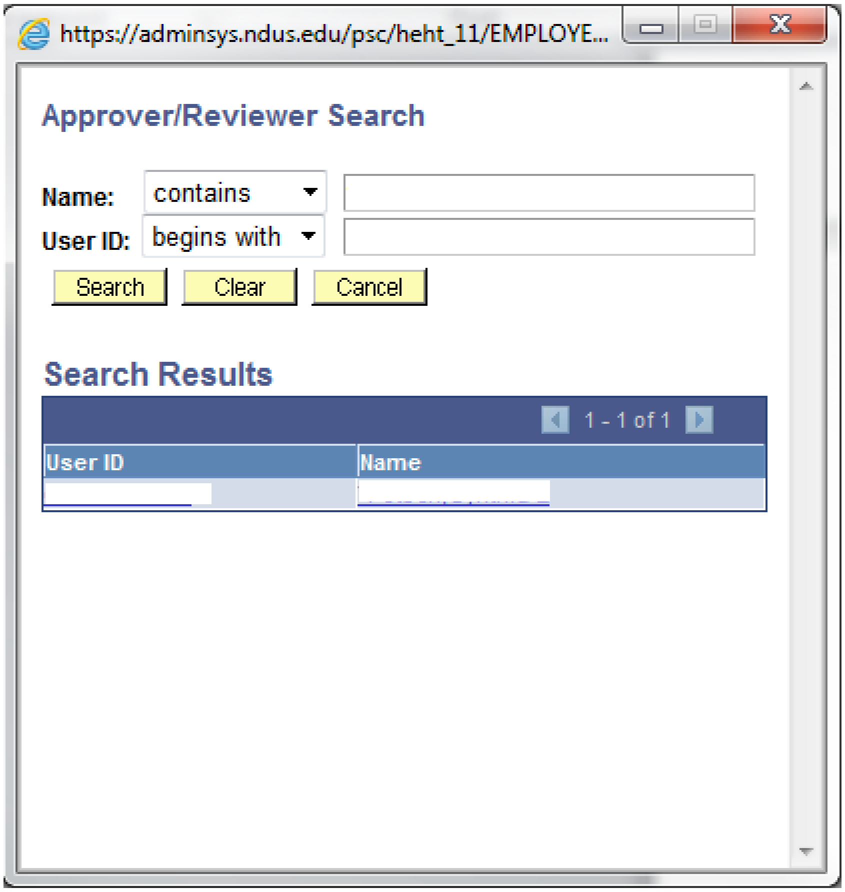


- If known, enter the User ID (generally firstname.lastname) of the person you want to add as a Reveiwer and/or Approver.
- Or click the magnifying glass to search for user by name.

- Once you have clicked on the magnifying glass you can scroll through and select the name of the employee you wish to add.

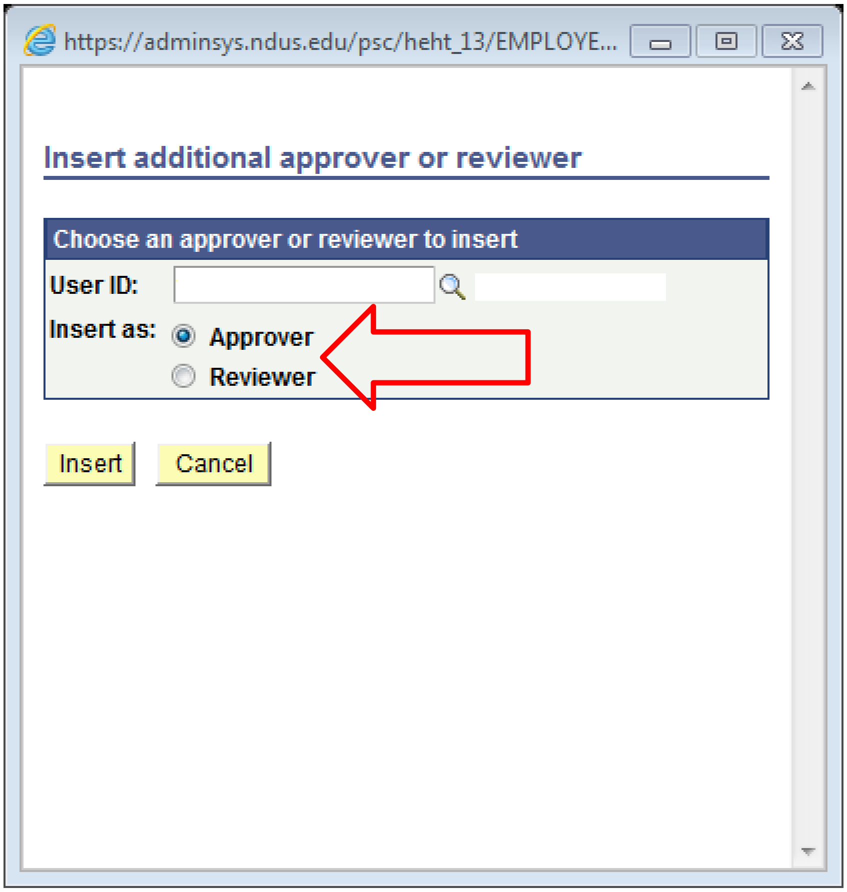


- Or narrow down the search by selecting "Contains" from the drop down list and typing in part of the name.
- Select Search  (See next page for example).

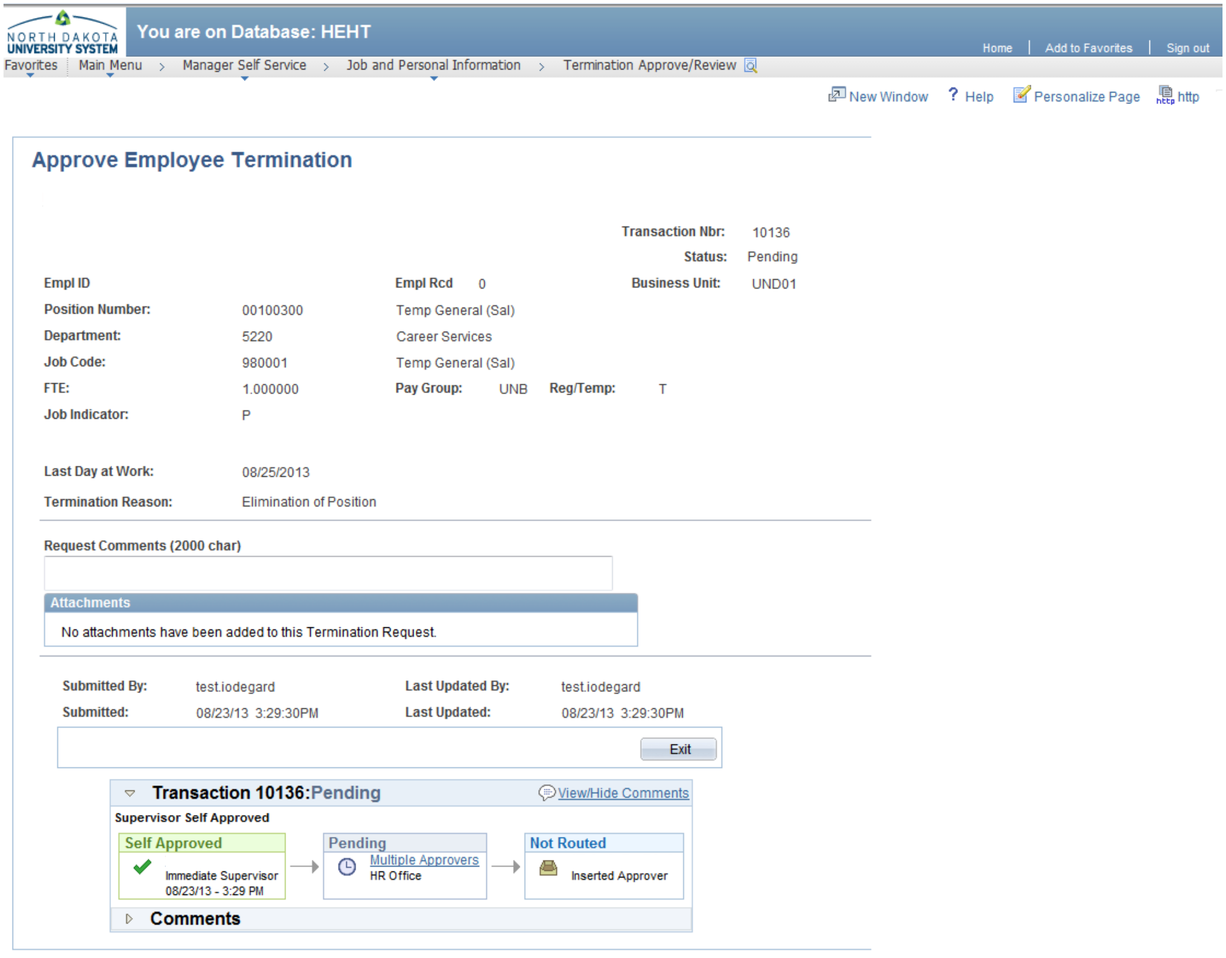


- Click on the name of the employee you wish to add to populate the User ID field.

- Once the name has populated in the User ID field you must select if that person needs to Review or Approve the transaction. Remember, in most all cases, you will be selecting Reviewer.

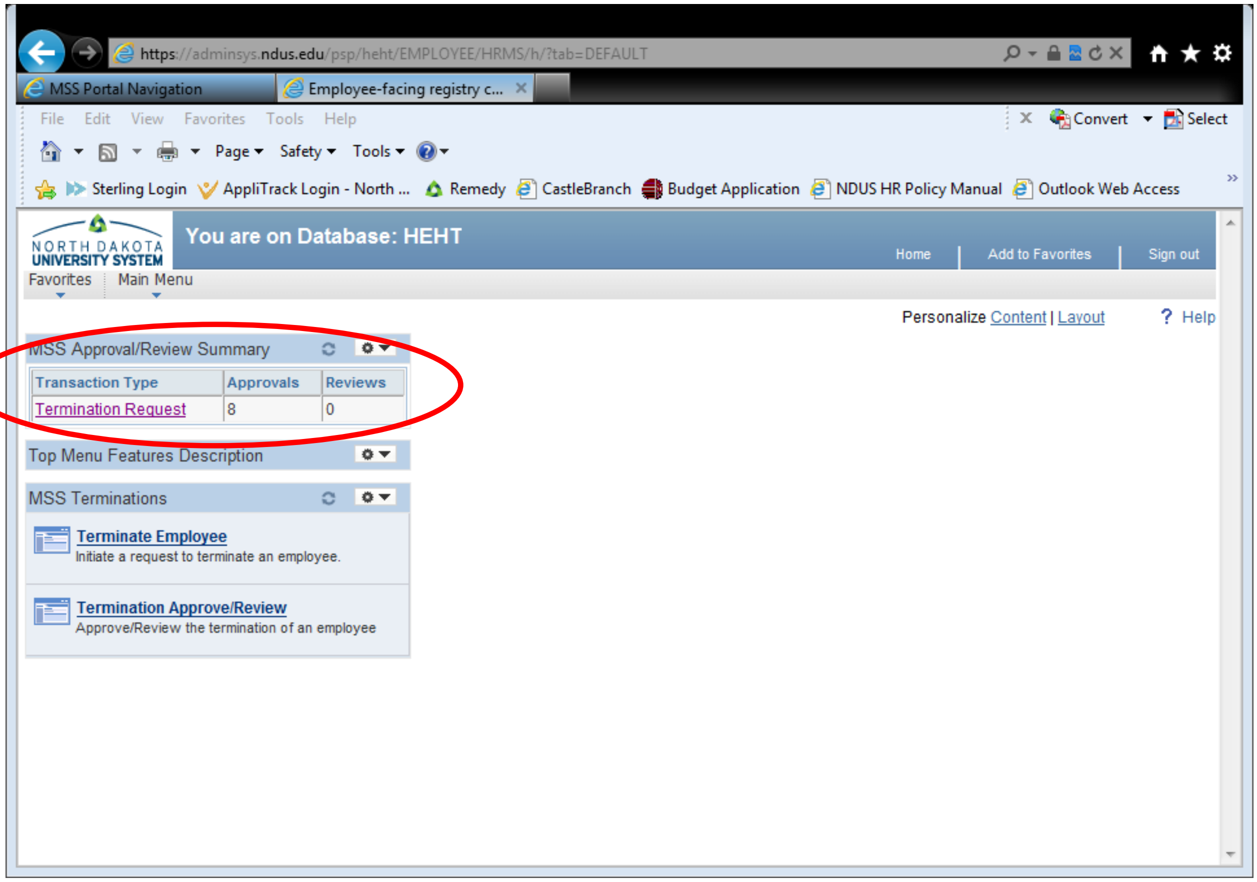


- Click Insert.



- By adding an additional Approver, that person must approve the transaction before it can move through workflow.

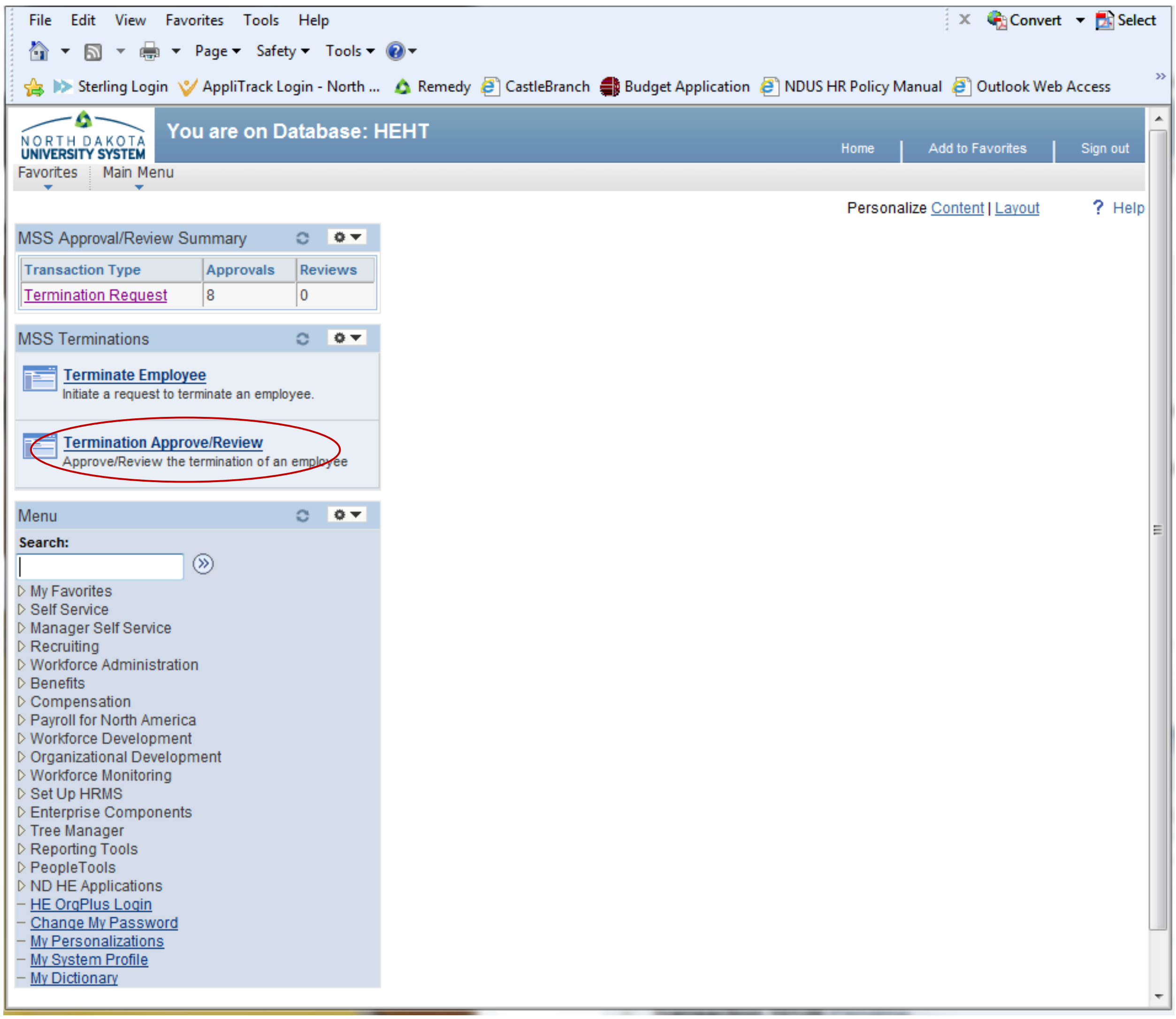
- Additional Reviewers/Approvers are provided with a link on the home page in HRMS to review or approve the transaction as shown below.



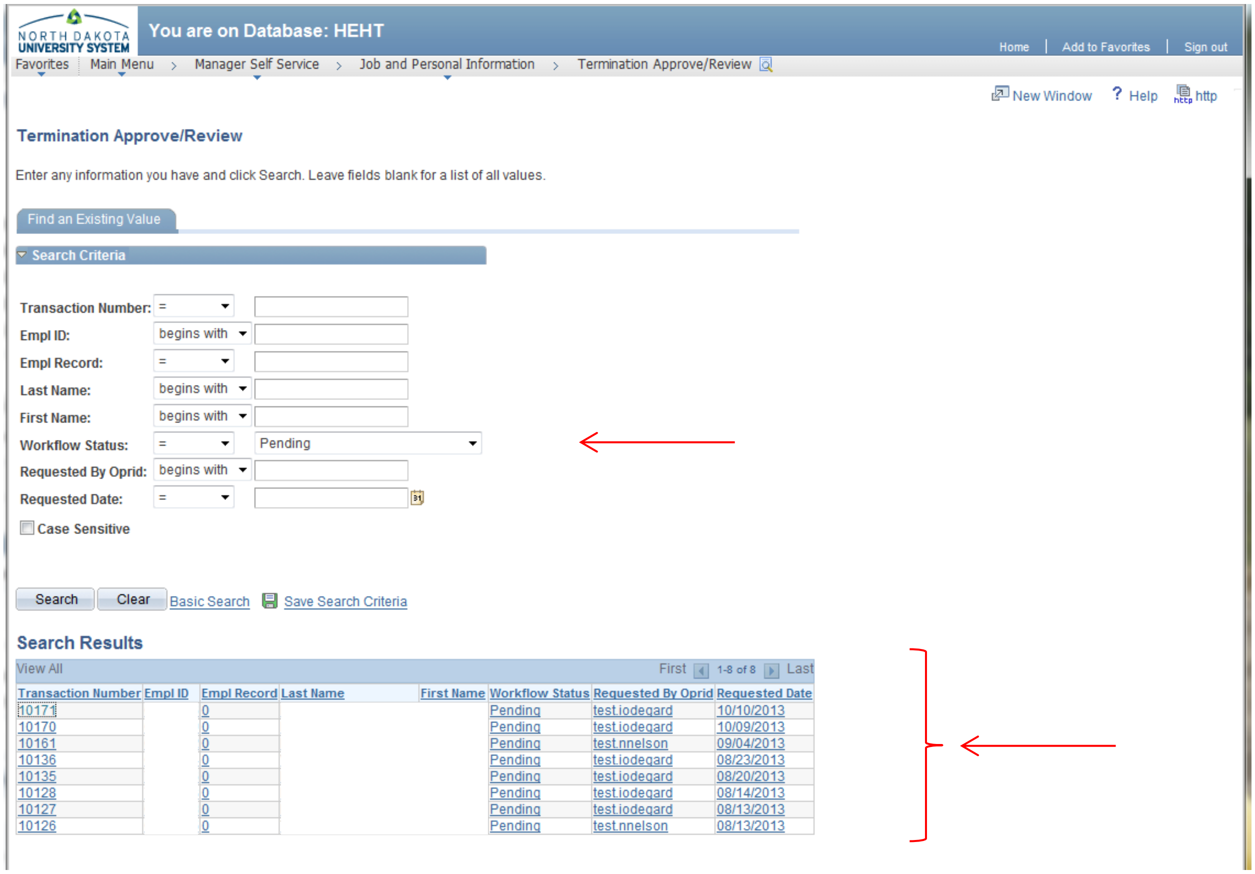
Termination Approve/Review

Once a termination has been initiated and submitted it needs to be approved by the next level(s).

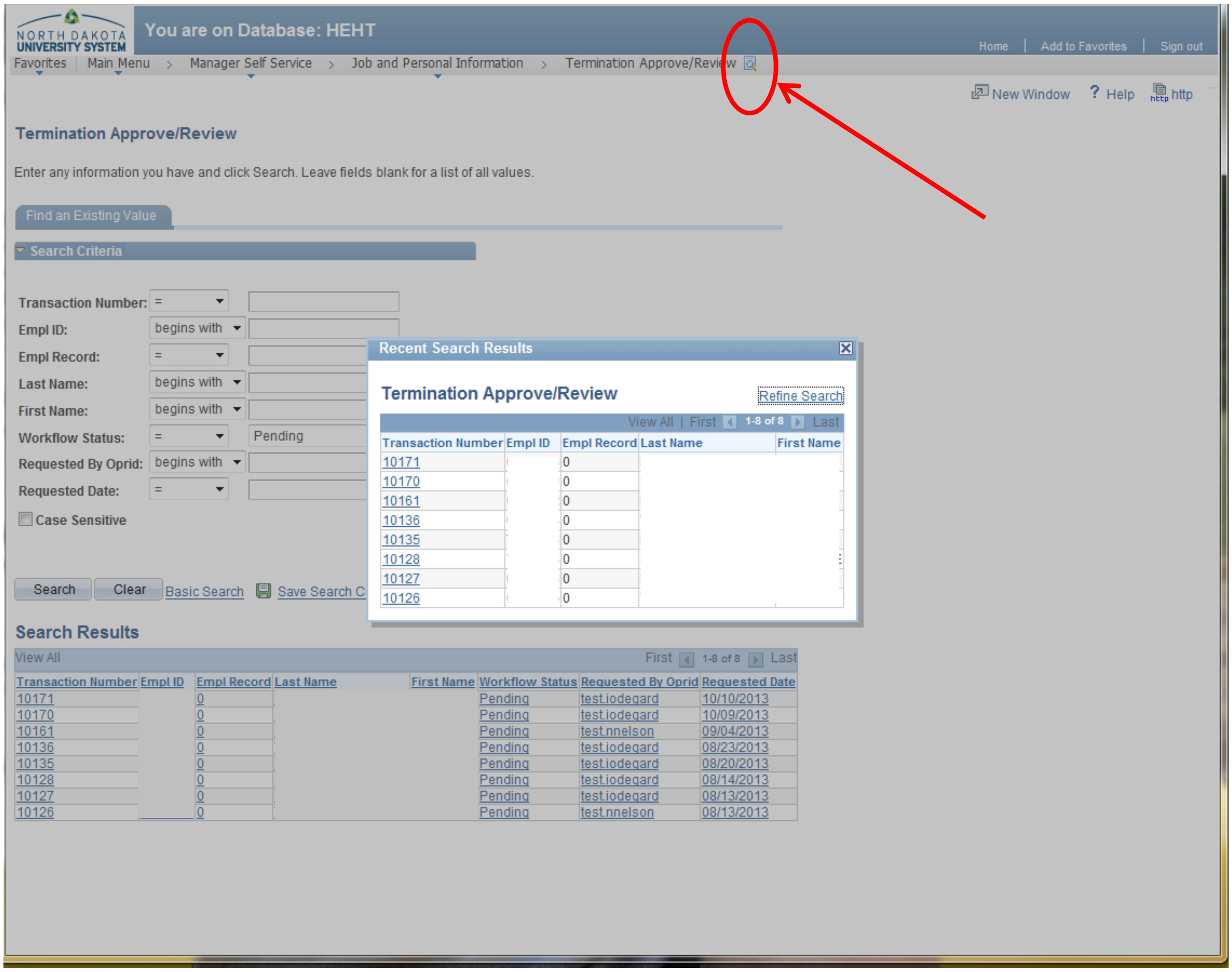
Supervisors can view where the termination is in the approval (workflow) process; whether pending, approved or denied.



Click the *Termination Approve/Review* link on your home page.
You can also navigate to the Termination Approve/Review page by following this navigation.
Main Menu > Manager Self Service > Job and Personal Information and then click on *Termination Approve/Review*.



Click the Workflow Status drop down box and select: Pending, Approved or Denied
Brings up the applicable list of terminations submitted.
Then you can click on any transaction to see where it is at in the workflow.
If a termination has been denied, it must re-submitted.



To return to the list, select the magnifying glass at the top and your Recent Search Results will appear in a box.

Manage Delegation

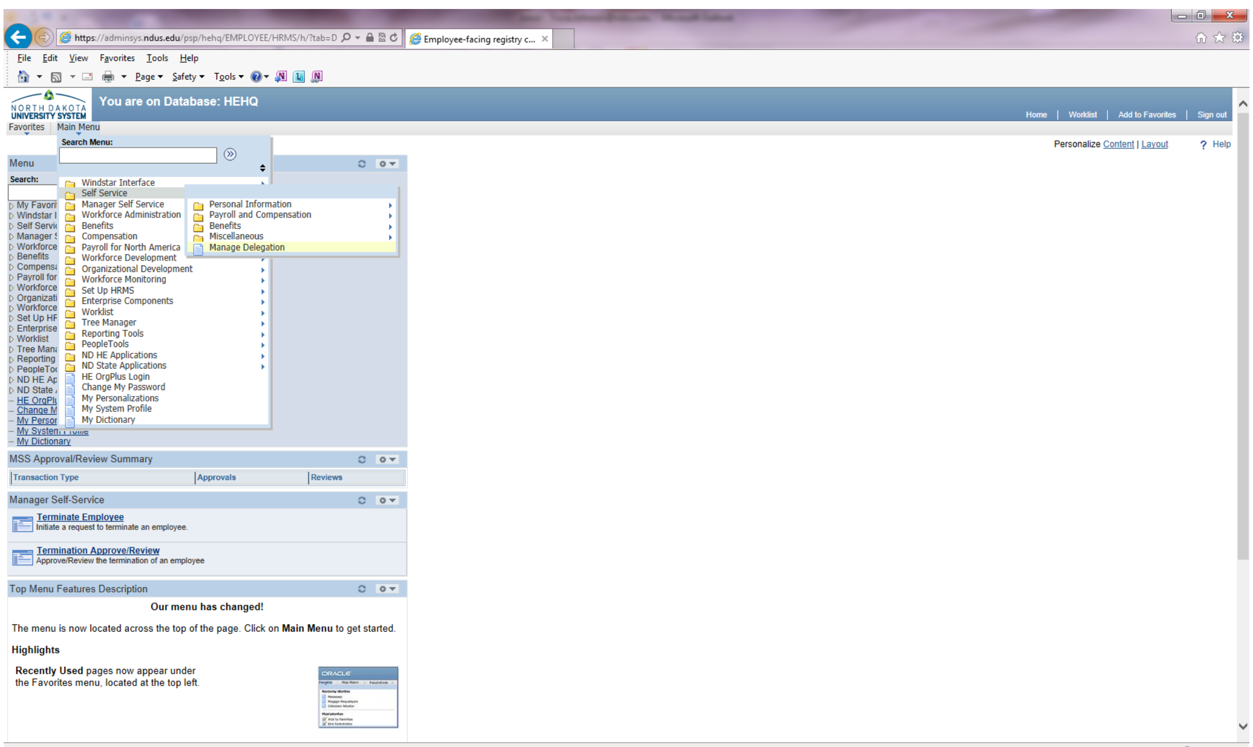
Supervisors have the ability to delegate their approval and entry tasks to others. Supervisors can delegate initiation of termination and approval of termination.

The person they delegate to is called the proxy.

Delegations can be made for a specific time frame or can be open ended.

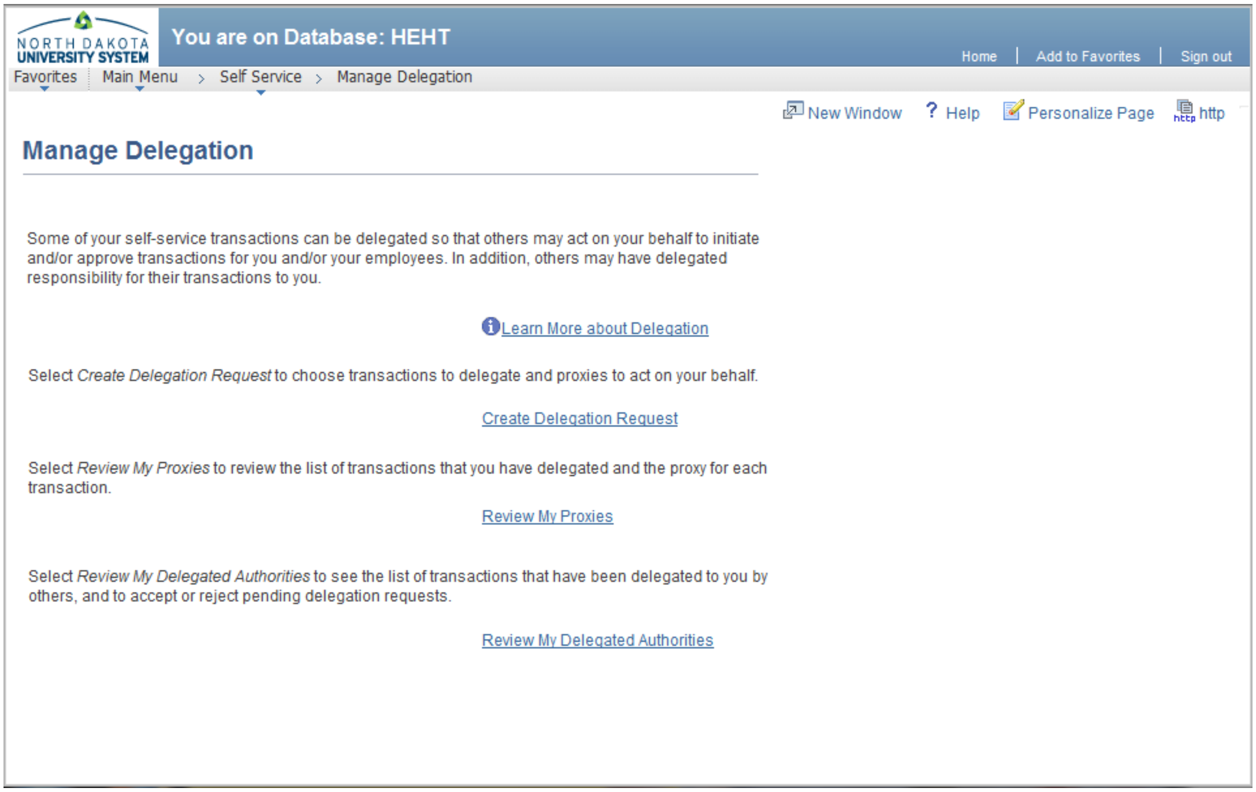
When a delegation is submitted, the proxy will receive an e-mail notification. The proxy must accept the delegation in order to be able to perform the task. Once accepted, the delegation remains until the end date is reached or until the delegator revokes the delegation.

Navigation is: Main Menu—Self Service—Manage Delegation

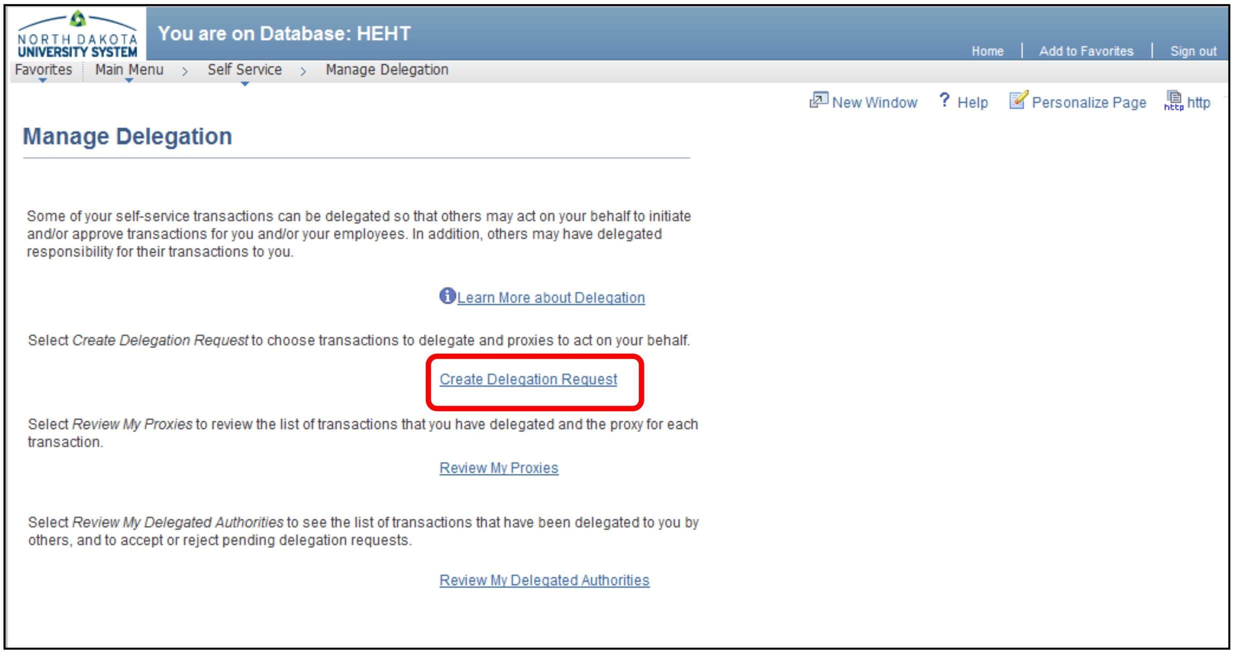


The following screen will open. This is where we manage delegations

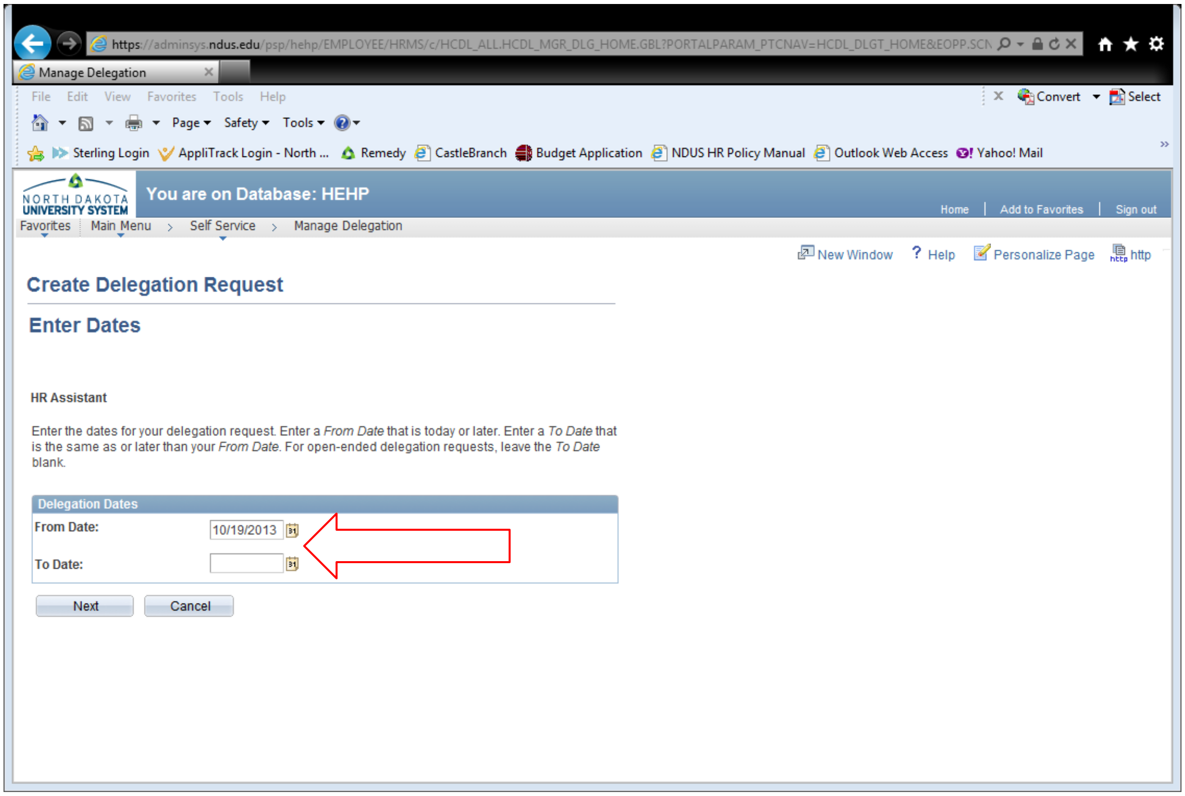
- Create Delegation Request
- Review My Proxies
- Review My Delegation Authorities



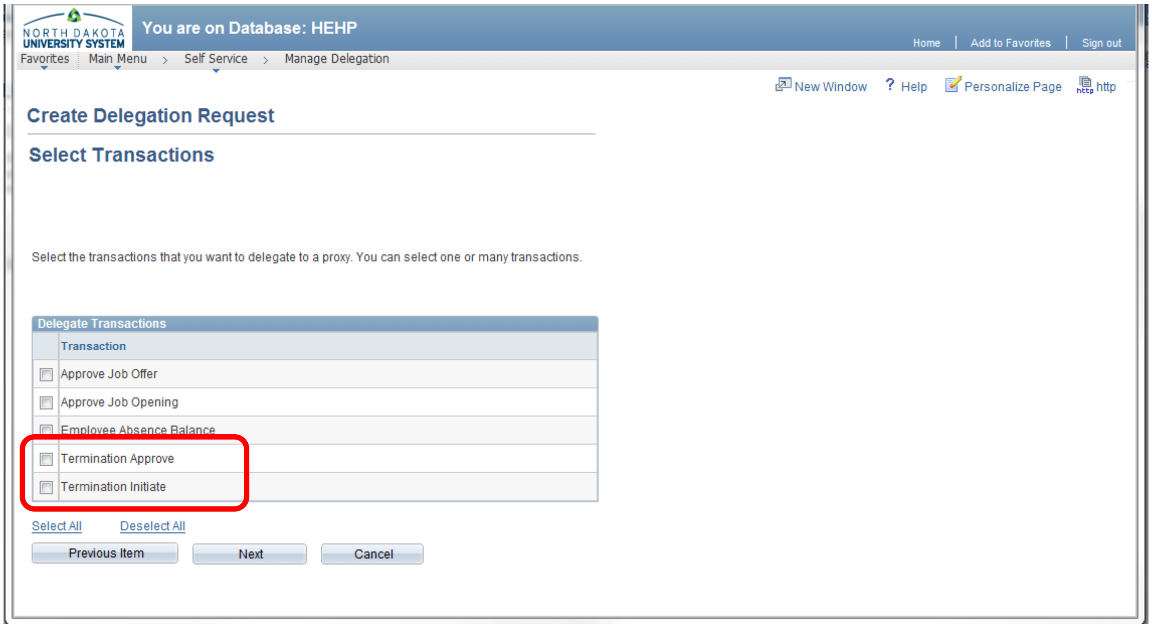
Create Delegation Request



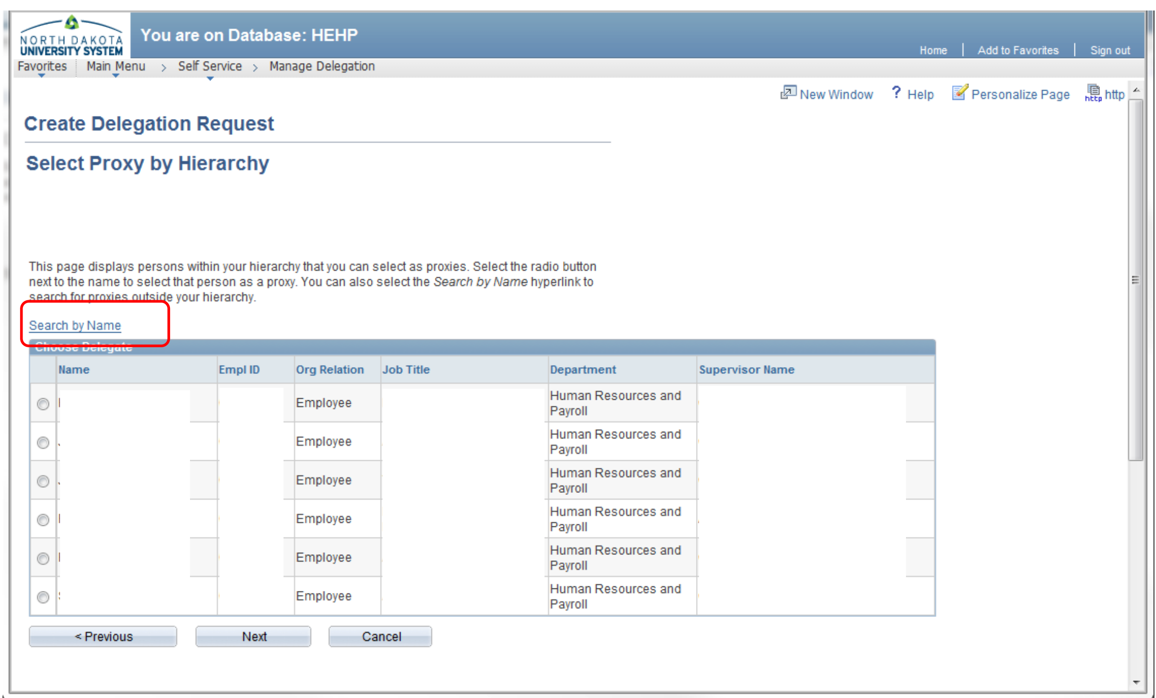
- Click Create Delegation Request link and the Create Delegation Request page will open.



- Fill in the From Date and To Date for the delegation by either clicking on the calendar link and choosing the date or filling in the field using mm/dd/yyyy format.
- For open-ended delegation requests, leave the To Date field blank.
- Click the Next button and the Select Transactions page will appear.

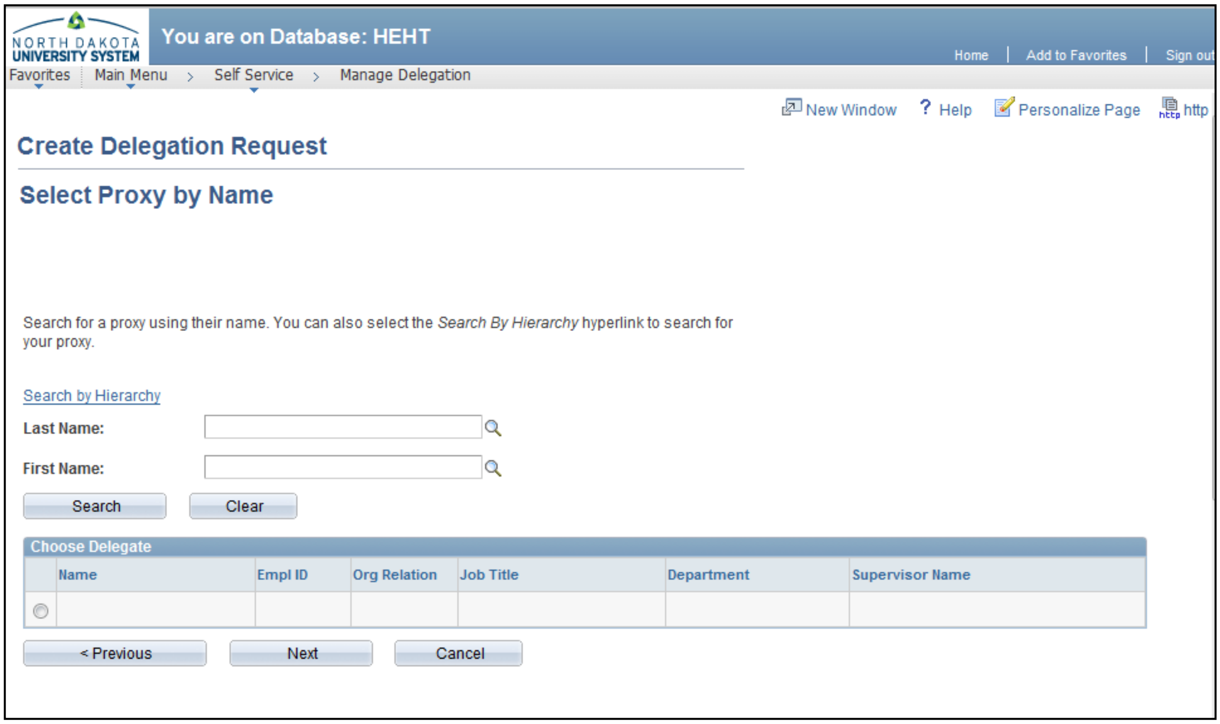


- Click the Termination Approve option if the proxy should be able to approve terminations that are initiated.
- Click the Termination Initiate option if the proxy should to be able to initiate a termination.
- FYI - Approve Job Offer, Approve Job Offer Opening and Employee Absense Balance are not being implemented at this time.
- Click the Next button.

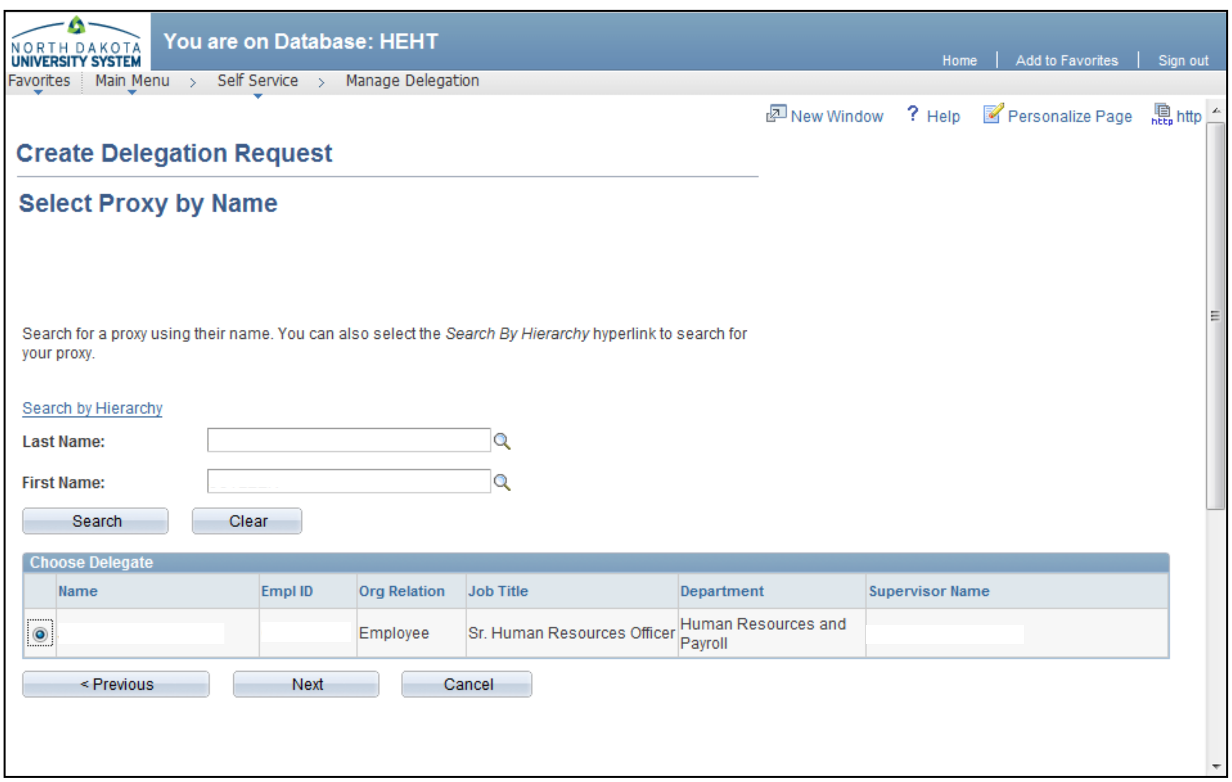


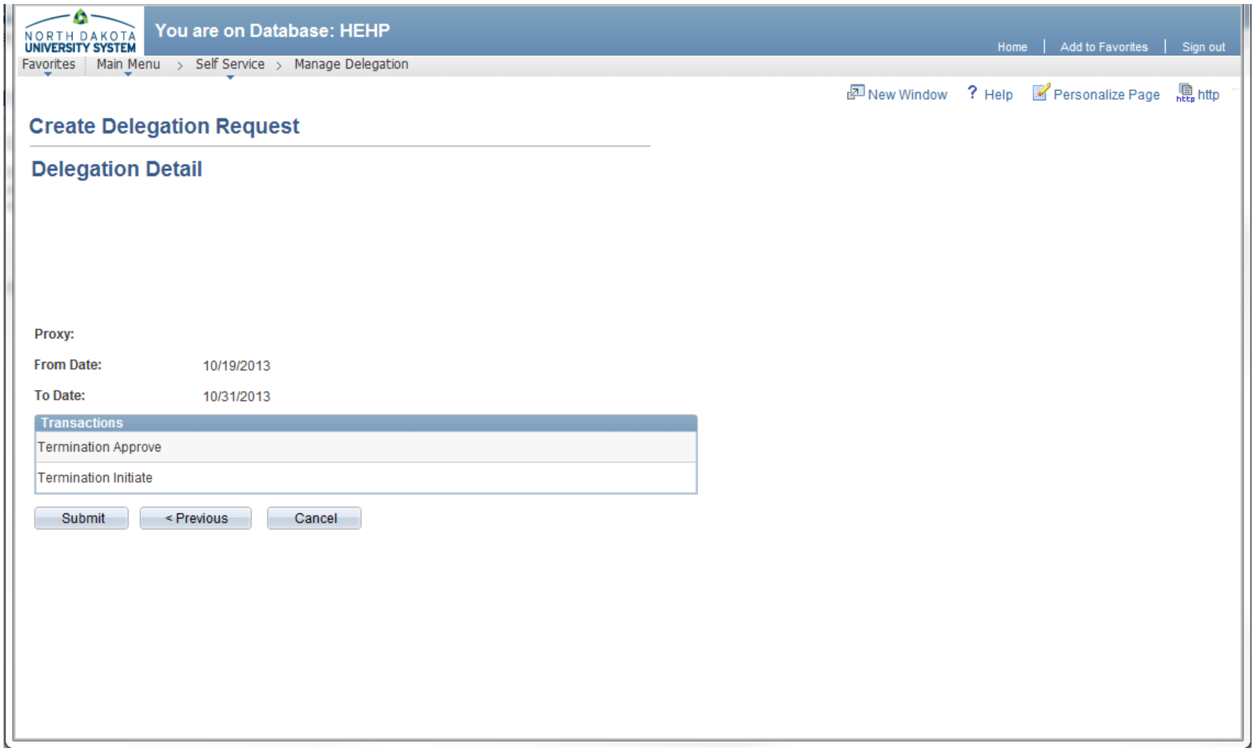
- Click on the radio button of the individual selected as a proxy and click Next. Can also search proxy by name.

- Search by last name and/or first name



- Find and click the radio button next to name of person to proxy. Click Next.

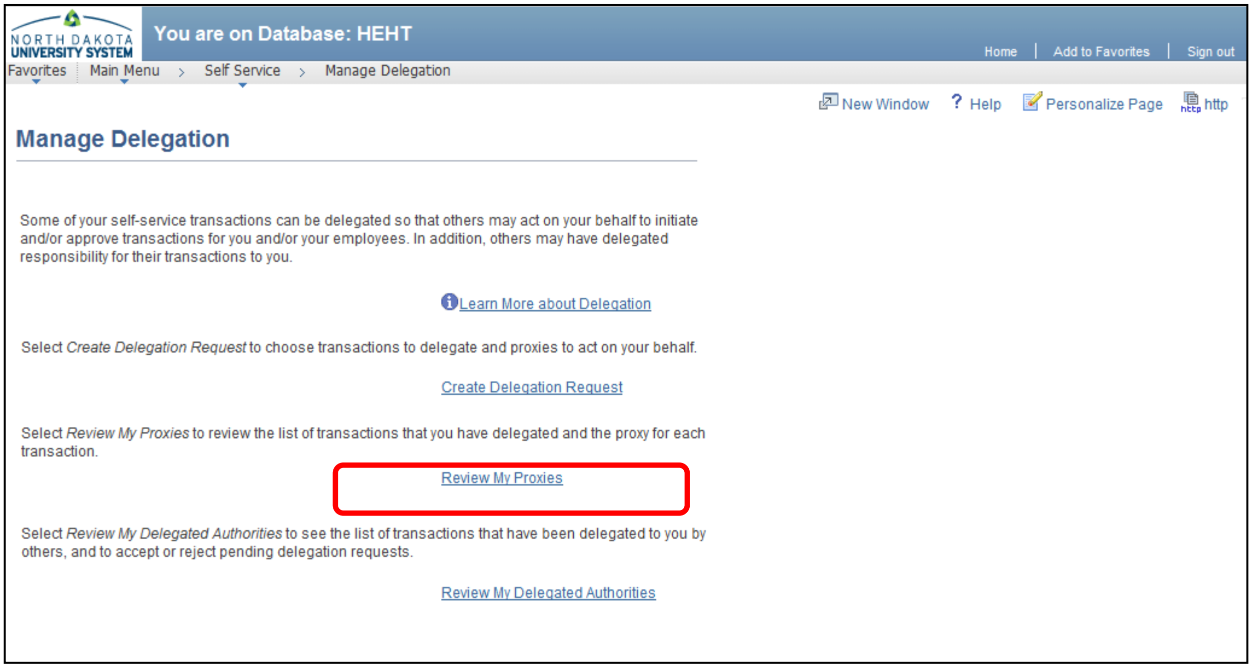




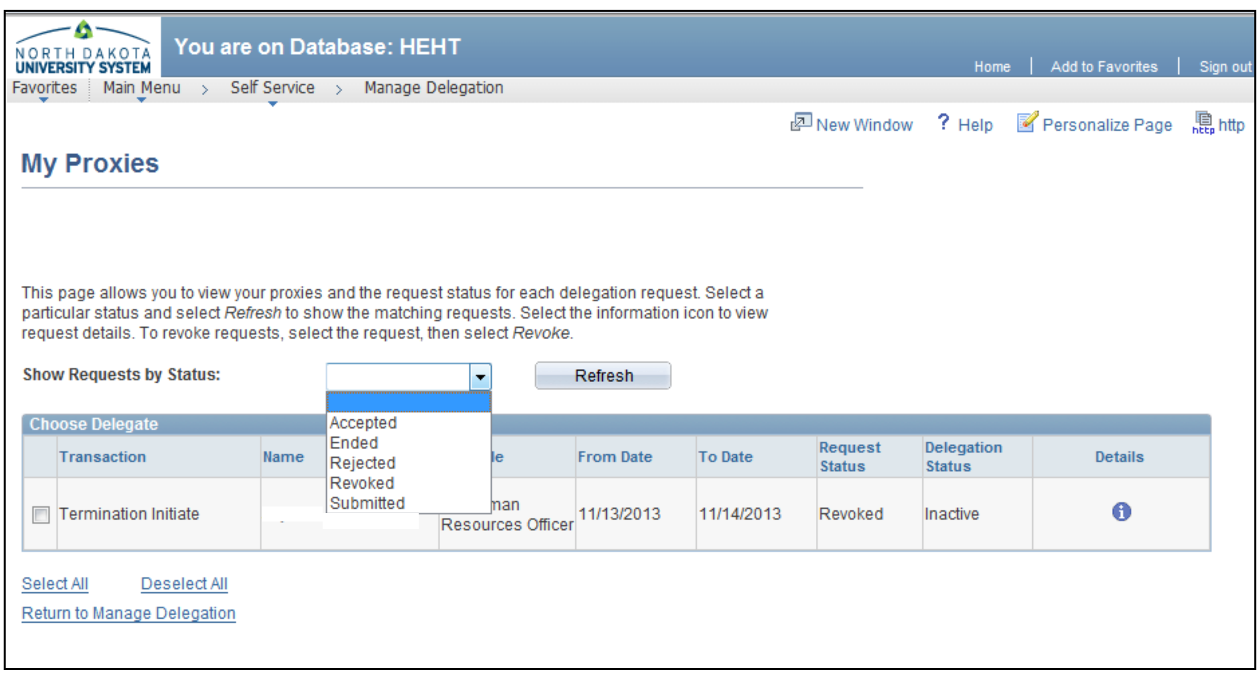
- Verify the delegation rights are accurate.
- Click Submit button.

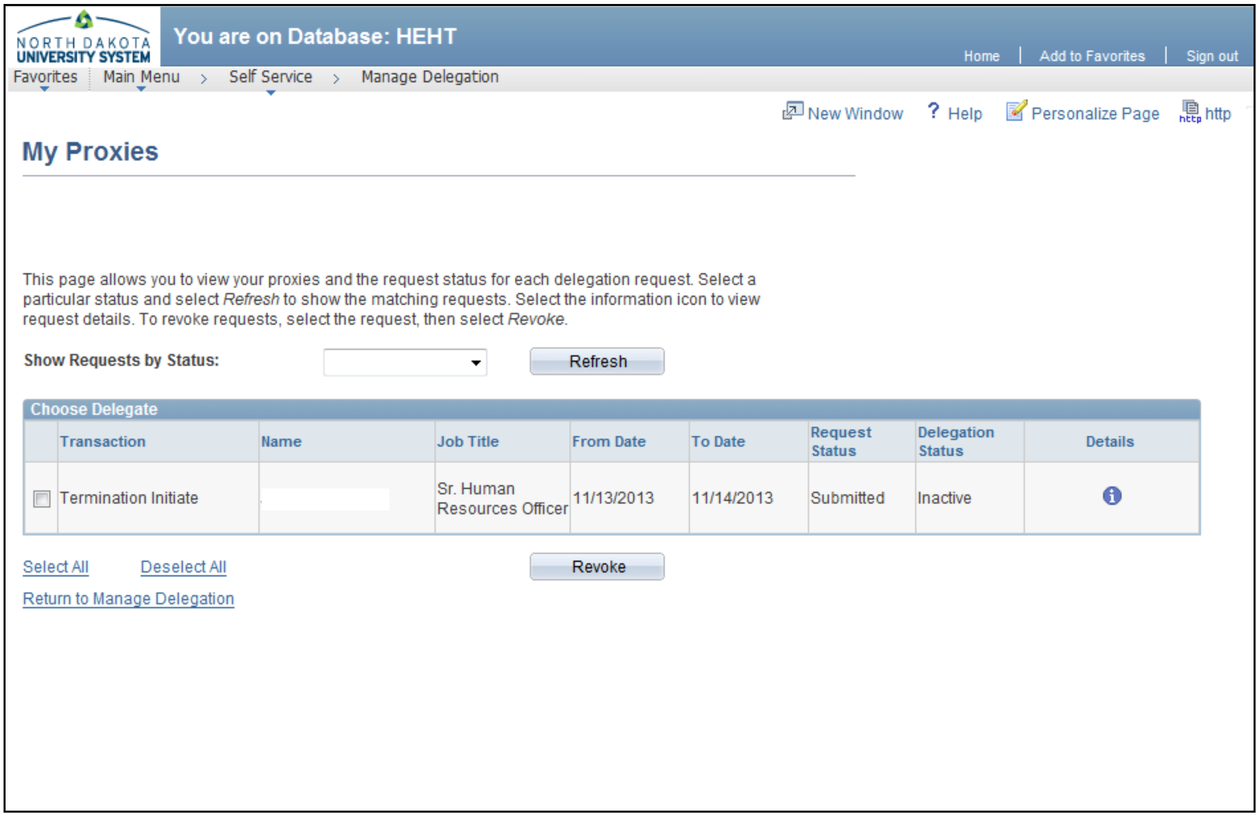
Review My Proxies

- Navigate to: Main Menu > Self Service > Manage Delegation
- Click on Review my Proxies



- Click Show Requests by Status drop down arrow, make selection and click Refresh.



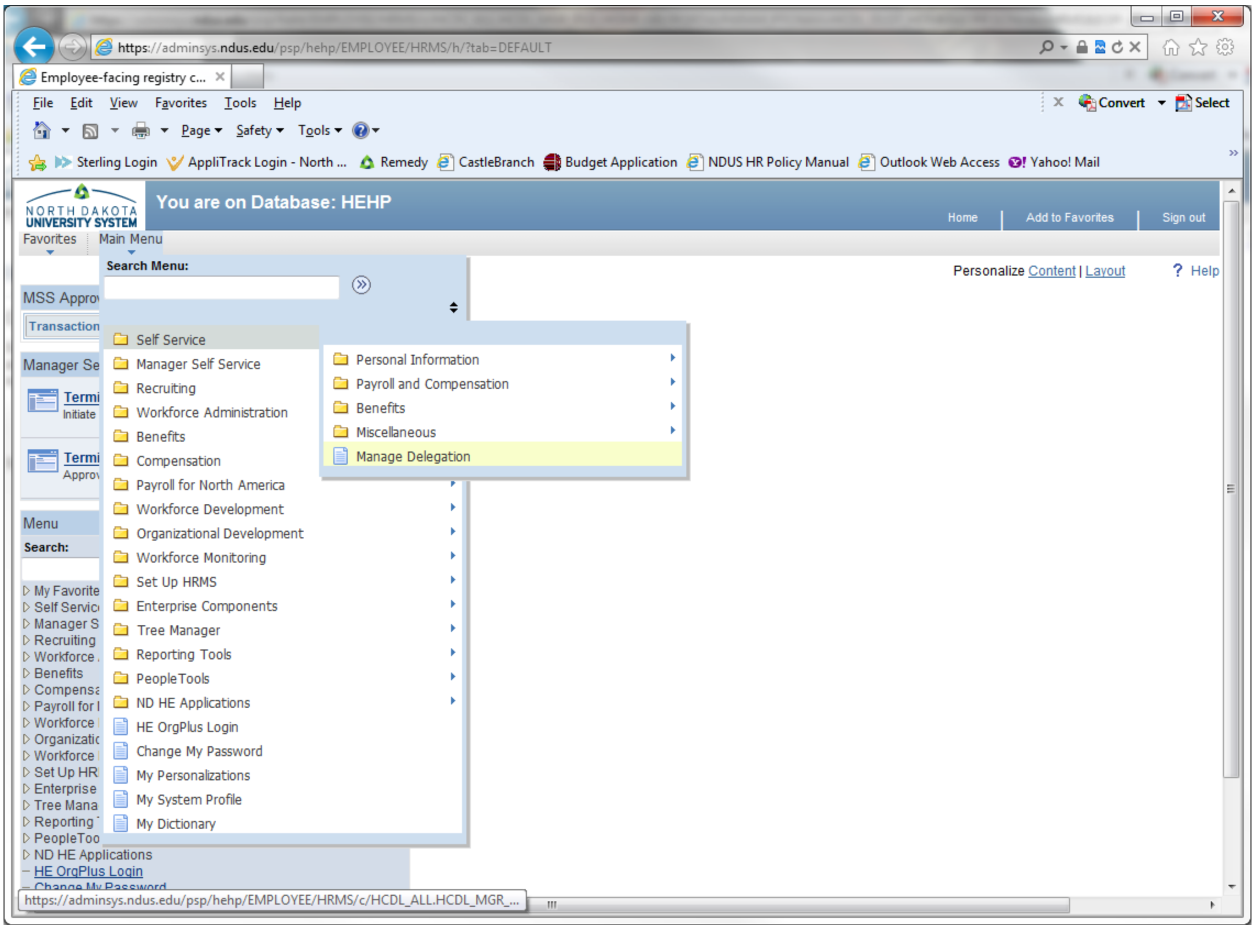


- List of proxies (delegations) that have been authorized.
- Supervisor may review, or revoke to change proxy rights from this screen.
- To revoke, select the check box and click on Revoke.

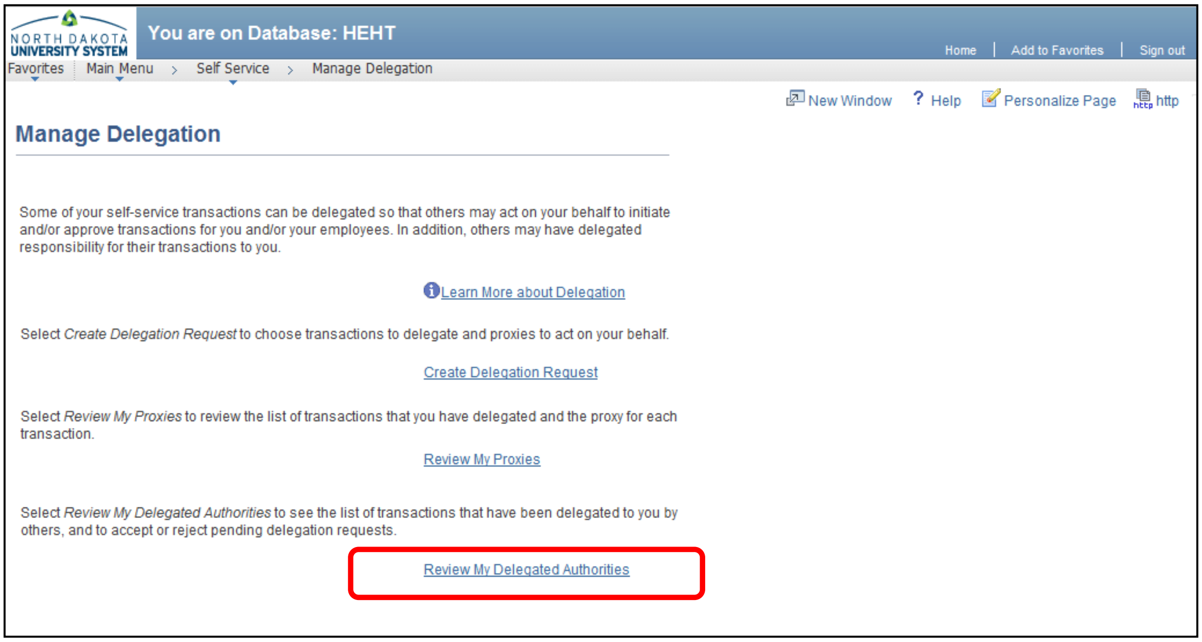
Review My Delegated Authorities

Employees can see the list of transactions that have been delegated to them by others, and to accept or reject pending delegation requests.

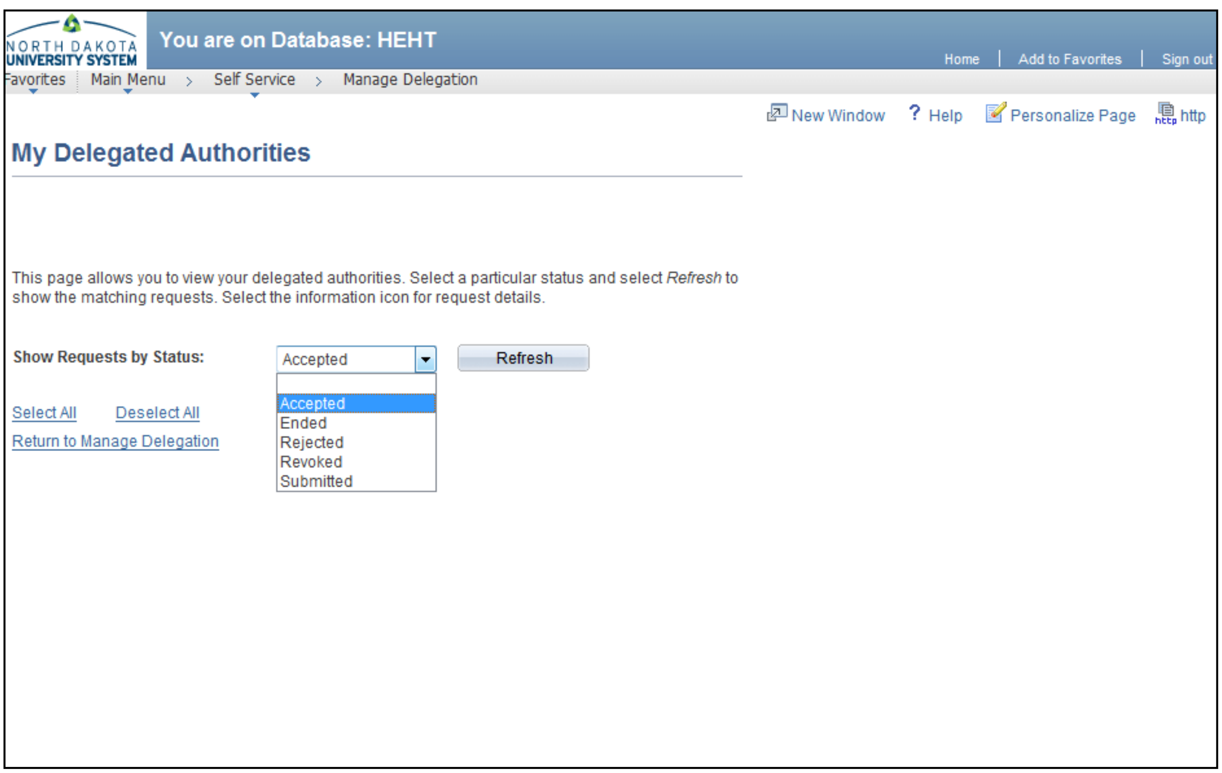
- Navigation is Main Menu—Self Service—Manage Delegation



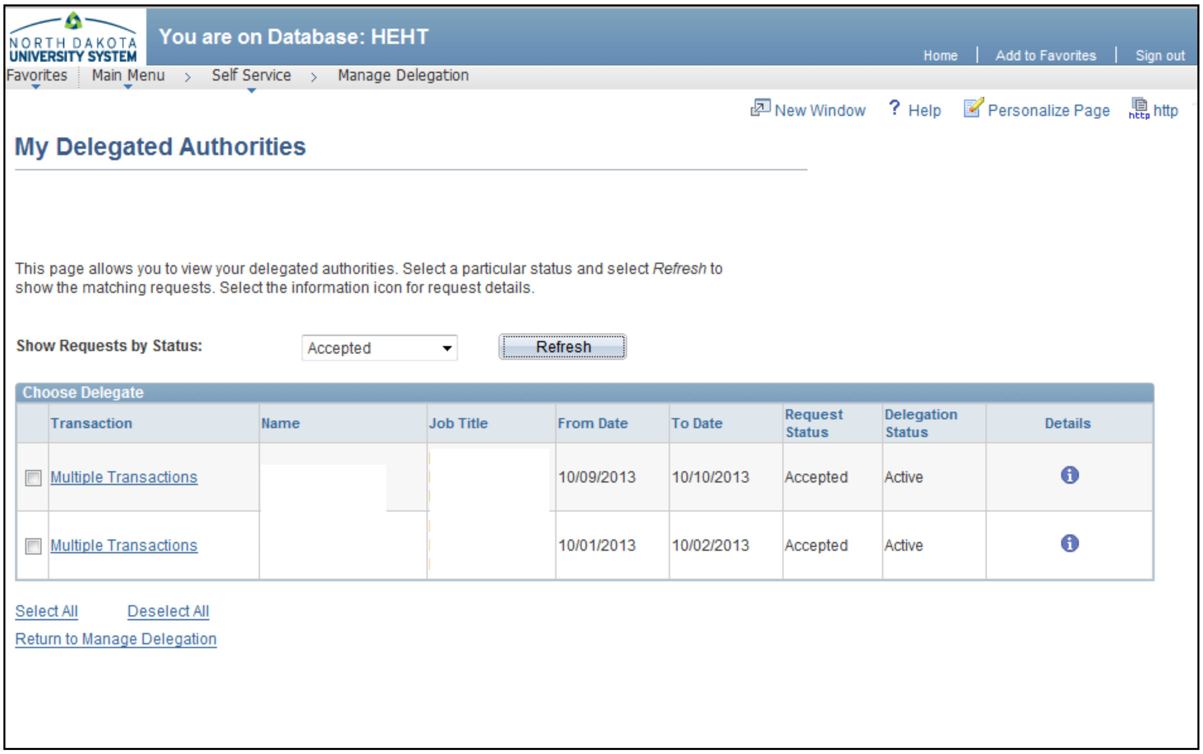
- Click Review My Delegated Authorities link.



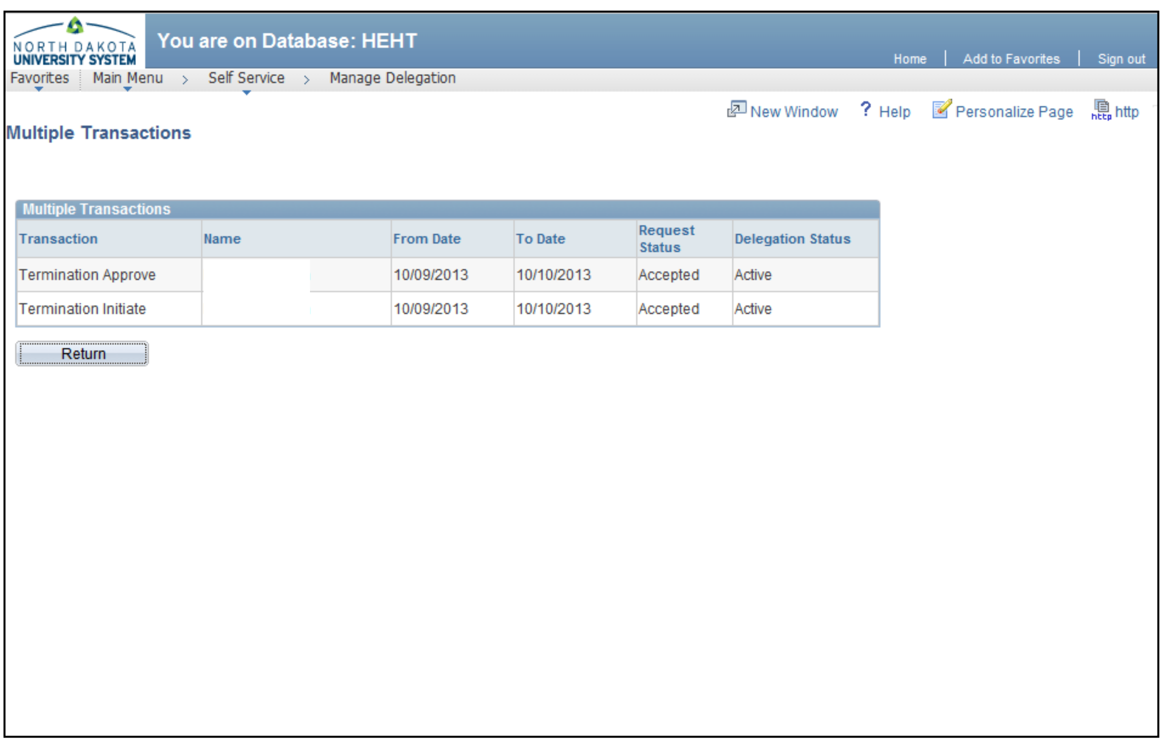
- Click the Show Requests by Status drop down arrow and make a selection.



- After selection is made, click Refresh and search results will be displayed.



- Click Multiple Transactions and it will show the rights that are/were active.



JOB DATA CHANGES

This section will have line-by-line directions on how to fill out the changes that you may need to make to an employee's position. These may include:

-Pay Rate Changes
-Leave of Absence
-Return From Leave of Absence
-Business Title (Functional Title) Change
-Standard Hours Worked/Week Change

Please make sure to always use the most up-to-date forms. You can find these at our website:
http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/manager-forms.cfm

Job Data Change or Separation Form (JDC)

You can make **more than one change** to an employee at the same time on the one JDC form.

- **Pay Rate Changes**-Check the box and make sure you indicate:
    1. The From amount (what they are currently making)
    2. Indicate if it is annual, hourly, or monthly
    3. Do the same for the To amount and indicate frequency.
    4. In the reason box be sure to state the reason for the increase or decrease. Ex. Promotion, Responsibility increase.
    5. Indicate if the funding sources have been checked. If any changes need to be made to the funding sources, submit a Position Funding Form as well.

**If this is a salaried position and the paperwork is late and they have missed pay periods, submit an additional pay for the pay periods missed. See Additional Pays for help completing this form.

**If it is an hourly person, time slips can be sent over for the missed pay periods.

- **Leave of Absence**-Indicate if salary and benefits are continuing to be paid while on leave.
- **Reason**-Reason may be for example: Medical leave, Military leave, Maternity leave, etc.
- **Return Date**-Indicate the date expected to return.

- **Return from Leave of Absence**-When the employee returns make sure to fill out another form, completing this section.
- **Blank Box**-Enter the return date and if restarting pay indicate the Pay Rate.

- **Business Title (Functional Title)**-Indicate what the original title was in the From box and what it is changing to in the To box.
- **Reason**-Please state the reason for the Title change. Ex. Promotion, Change in position.

- **Standard Hours Worked/Week**-Indicate how many hours they were working in the From box and what they will be working in the To box.
- **Reason**-Indicate the reason. Ex. Decreased hours due to school work load, went from ¼ time to ½ time position.

- **Other**-This would be for any other change that is not specifically indicated on this form. Ex. Changing the labor code for Kronos.

- **Additional Information**-You can state any information here that you feel would be helpful or pertinent to the change being made on this form. Also, if there is something that you want documented in their files that pertains to the change this is a good place to enter that.

- **Dept Contact Name**-Enter the contact person's name and number. Once again this is the person who filled out the form or would be the one to answer any questions about the form.

Route for the appropriate signatures. If a work study or institutional student must go to Career Services for signature. Graduate students need to route to the Graduate Office.

UND
University of North Dakota

JOB DATA CHANGE OR SEPARATION

HRMS

Check One:	☐ Faculty	☑ Staff	☐ Temp Staff	☐ Medical Resident	☐ Workstudy Student	☐ GTA/GRA/GSA	☐ Institutional Student
Check One:	☑ Benefited	☐ Non-benefited					

Current Information

EMPL ID#	LAST NAME	FIRST NAME	MIDDLE NAME	POSITION #
0000000	Doe	Jane	Beth	00015790

DEPT ID	DEPT NAME	STANDARD HOURS	JOB CODE	EMP RCD #
3250	Human Resources	40	410502	0

EFFECTIVE DATE
4/1/2016

Complete only those AREAS that you are requesting to change!

CHECK IF EMPLOYEE IS: ☐ International Employee ☐ Permanent Resident

Change (Select Type of Action and Enter Correct Information)

☐ **Termination**	LAST DAY TO BE WORKED	REASON (If transfer - complete transfer information below) Please select from drop-down!
☐ **UND Internal Transfer**	DEPT TRANSFERRING FROM	DEPT TRANSFERRING TO
☐ **Transfer to Other State Agency/Inst.**	AGENCY TRANSFERRING FROM University of North Dakota	AGENCY TRANSFERRING TO

☐ **Pay Rate Change**	FROM $	PER ☐ Annual ☐ Month ☐ Hour	TO $	PER ☐ Annual ☐ Month ☐ Hour
	REASON	Explain where $$'s are going to or coming from to fund this Pay Rate Change		

☐ **CHECK IF FUNDING SOURCES HAVE BEEN VERIFIED AND ARE ACCURATE ON THE DEPARTMENT BUDGET TABLE**

☑ **Leave of Absence**	SALARY PAID? ☑ Yes ☐ No	BENEFITS PAID? ☑ Yes ☐ No	REASON FOR LEAVE Maternity Leave	* RETURN DATE 5/1/2016

*NDUS Human Resource Policy Manual 21.2 states that leave without pay of twenty-one or more days requires approval of the appropriate administrative officer.

Note: Departments must submit a Job Data Change or Separation form when returning from Leave of Absence.

☐ **Return from Leave of Absence**	

☐ **Business Title (Functional Title)**	FROM:	TO:
	REASON	

☐ **Standard Hrs Worked/Wk**	FROM	TO	REASON	☐ Permanent ☐ Temporary

☐ **Other**	FROM	TO
	CHANGE/REASON	

Additional Information:

Taking 6 weeks Maternity Leave

NOTE: A change in position number, requires this form to terminate the current position no. and a Job Data Hire form to hire into the new position no.

Dept. Contact Name: Mary Sue Jones **Phone:** 7-0000 **Box:** 7127

Recommending Official Signature Date Additional Approving/Reviewing Signature Date

Approving Official Signature Date Reviewing Authority Date

FORM DATE 04/27/09

Job Data Change or Separation Form Sample

University of North Dakota

JOB DATA CHANGE OR SEPARATION

HRMS

Check One: [ ] Faculty [ ] Staff [ ] Temp Staff [ ] Medical Resident [x] Workstudy Student [ ] GTA/GRA/GSA [ ] Institutional Student

Check One: [ ] Benefited [x] Non-benefited

Current Information

EMPL ID#	LAST NAME	FIRST NAME	MIDDLE NAME	POSITION #
0000000	Doe	Jane	Beth	00018265

DEPT ID	DEPT NAME	STANDARD HOURS	JOB CODE	EMP RCD #
3250	Human Resources	10	880050	0

EFFECTIVE DATE: 4/1/2016

Complete only those AREAS that you are requesting to change!

CHECK IF EMPLOYEE IS: [ ] International Employee [ ] Permanent Resident

Change (Select Type of Action and Enter Correct Information)

[ ] **Termination** — LAST DAY TO BE WORKED: — REASON (If transfer - complete transfer information below): Please select from drop-down!

[ ] **UND Internal Transfer** — DEPT TRANSFERRING FROM: — DEPT TRANSFERRING TO:

[ ] **Transfer to Other State Agency/Inst.** — AGENCY TRANSFERRING FROM: University of North Dakota — AGENCY TRANSFERRING TO:

[x] **Pay Rate Change** — FROM: $ 8.00 — PER: [ ] Annual [ ] Month [x] Hour — TO: $ 8.50 — PER: [ ] Annual [ ] Month [x] Hour

REASON: promotion

Explain where $$'s are going to or coming from to fund this Pay Rate Change

[x] **CHECK IF FUNDING SOURCES HAVE BEEN VERIFIED AND ARE ACCURATE ON THE DEPARTMENT BUDGET TABLE**

[ ] **Leave of Absence** — SALARY PAID? [ ] Yes [ ] No — BENEFITS PAID? [ ] Yes [ ] No — REASON FOR LEAVE: — * RETURN DATE:

*NDUS Human Resource Policy Manual 21.2 states that leave without pay of twenty-one or more days requires approval of the appropriate administrative officer.

Note: Departments must submit a Job Data Change or Separation form when returning from Leave of Absence.

[ ] **Return from Leave of Absence**

[x] **Business Title (Functional Title)** — FROM: Front Desk — TO: Office Assistant — REASON:

[x] **Standard Hrs Worked/Wk** — FROM: 10 — TO: 15 — REASON: responsibility increase — [x] Permanent [ ] Temporary

[ ] **Other** — FROM: — TO: — CHANGE/REASON:

Additional Information:

NOTE: A change in position number, requires this form to terminate the current position no. and a Job Data Hire form to hire into the new position no.

Dept. Contact Name: Mary Sue Jones **Phone:** 7-0000 **Box:** 7127

Recommending Official Signature ____ Date ____ Additional Approving/Reviewing Signature ____ Date ____

Approving Official Signature ____ Date ____ Reviewing Authority ____ Date ____

FORM DATE 04/27/09

Job Data Change Sample

ADDITIONAL PAYS

There are two kinds of additional pays:
-One Time Pays
-Multiple Pays

These are used to pay an employee for work done in addition to their regular pay, for special projects, back pay or to take pay away for lack of sick/annual leave or overpayment of some sort by the department.

Please make sure to always use the most up-to-date forms. You can find these at our website:
http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/manager-forms.cfm

Additional/Reduce Pay Request

If completing this form for a Reduced Pay, you must attach a Payroll Overpayment form signed by the employee.

Type of Employee:	Check only one box that best identifies the type of employee, in their primary position, that will be receiving the additional pay. (Must be active, not EERC or Cont. Ed.)
Empl ID#:	Employee ID number
Empl Rcd #:	Empl Rcd #: Enter the Employee Record number of the position where the Additional Pay will be attached.
Employee Name:	Name of employee receiving Additional Pay
Position Number:	Position number employee is currently appointed and Additional Pay is being attached.
Department ID:	Department Number that is attached to above Position Number
Department Name:	Department Name attached to above Position Number
Job Code:	Job Code associated with this Position Number
Standard Hours Worked:	Enter the number of hours this employee is actually working, each week, in their primary position(s), during the time they are receiving this Additional Pay.
Payment will be Paid Over:	If this is a payment for only one payday, check One Pay Period. If this payment is to be spread over more than one payday, check Multiple Pay Periods.
Changes to Additional Pay:	This box is used to cancel an Additional Pay or change funding, prior to completion of payment. Submit a photocopy of the Add'l Pay that was previously submitted and check the appropriate box for this change. Enter the effective date as the first day of the pay period following the last day worked for either cancellations or fund changes. Highlight the change and route for signature authorization for your division. These signatures should be in red or blue ink.
Actual Earnings Begin Date:	Enter the actual date that the employee starts working for this Additional Pay.
Actual Earnings End Date:	Enter the actual date that the employee will complete work for this Additional Pay.
Actual Hrs Worked/Wk on Additional Pay	If the Additional Pay is not payment for additional hours, enter NONE, Otherwise estimate the average number of hours a week that the employee will work for this Additional Pay.
Pay Period Begin Date:	Enter the first day of the first pay period that payment will be made.
Pay Period End Date:	Enter the last day of the final pay period that payment will be made.
Amt/Pay Period:	Dollar amount per semi-monthly pay period. If payment does not divide equally into the goal amount, always round UP one penny. If payment is for one pay period, Amount Per Pay Period will equal Goal Amount.
Goal Amount:	Total amount of Additional Pay to be paid. The Additional Pay will automatically stop when Goal Amount is reached.

HRP	Retro-Regular Pay - Used when paperwork was not submitted by pay period deadline. Must have department head/chair signature. Only to be used for Salaried employees. Hourly employees should just submit a timesheet.
H02	Retro-Contract Pay - Used when paperwork was not submitted by pay period deadline for a <12 month, benefited employee. Must have department head/chair signature. Only to be used for Salaried, Contract employees. Hourly, Contract Employees should just submit a timesheet.
HRO	Retro-Overtime Pay - Used when paperwork was not submitted by pay period deadline. Must have department head/chair signature. Only to be used for Salaried employees. Hourly employees should submit a timesheet.
H04	Faculty Overload-An amount paid to faculty for teaching/working > 40 hours per week.
H05	Summer Salary - Amount paid to a <12 month faculty/staff for summer work, outside of regular contract, other than teaching
H06	Summer School-Amount paid to <12 month faculty to teach summer school, outside of regular contract.
H08	Distance Learning-Amount paid to faculty for teaching Distance Learning Classes.
H09	Corporate/Continuing Education-Amount paid to faculty for teaching Corporate/Continuing Ed classes.
H17	Special Projects - With Retirement - Payment for temporary projects-Must provide Add'l Information.
H19	Department Chair Compensation-Additional compensation received for Department chair duties.
H28	Staff Overload-An amount paid to an exempt staff employee for working/teaching >40 hours per week. Non-exempt staff must submit a timesheet using the Overtime earnings code.
H51	Special Projects - No Retirement - Payment for temporary projects - Must provide Add'l Information.
H60	Awards - Payment of approved awards.
H64	Acting/Interim Assignment - Payment for a temporary assignment.
	Other (Explain) - For any Earnings Code not identified above - Enter Earnings code and description. H01-Regular and H02 Contract cannot be paid with an additional pay request.

There may be other codes that you will use, but they are not as common and won't be mentioned here. If you should need assistance with those please contact Payroll.

The additional information box is helpful to enter an explanation of the payment. If it is for back pay due to a pay increase, this is a good place to show the calculations of the pay owed.

Please indicate the funding source to be used. If it is the default funding, you do not need to fill in the Account Code information, it will automatically pull payment from the normal funding source for the position. If you are using a different fund, fill out the fund code, department, project, program, and account. Account Code box will automatically fill in. Split funding will require the completion of more than one additional pay.

Please check the letter at the end of the fund and make sure it is correct and that it has been setup with either grants and contracts or accounting services. All Combo Codes must start with a U and end with a letter. The 51 at the beginning of all Account numbers is already on the PFF, you only need to enter the last 4 numbers. Ex. For the letter R, you will only need to enter 1002 in the account box.

511002	Salary/Hourly-Regular Benefited	R
511005	Staff Overload	S (Exempt staff working over 40 hrs)
512005	Salary Other	O (This is students only)
513005	Temp Salaried/Hourly-Non-Benefited	T
514005	Overtime	V (Non-exempt working over 40 hrs)
515005	Salary-Faculty	F
515010	Faculty Overload	P (Anything worked over a FT appt)
517005	Grad Assistants	G (GSA, GTA, GRA)

If an employee is overpaid and has direct deposit or has cashed the check, it will be taken from their next paychecks until repaid. If they no longer work for UND, they will receive a collection letter. If you are aware of someone not having enough sick/vacation time please let us know in advance if possible so we can try to cover it with their next paycheck.

Again, enter the contact information for the form. This form needs two department signatures. You will need a third signature if the funding is another departments funding, you will need a signature from that department as well. Ex: Student works for Art but Graduate School is paying the salary.

ADDITIONAL/REDUCE PAY REQUEST

UND University of North Dakota — HRMS

Job Data Information that Additional Pay will be attached (must be active, not EERC or Continuing Ed)

☐ Faculty ☑ Staff ☐ Temp Staff ☐ Medical Resident ☐ Workstudy Student ☐ GTA/GRA/GSA ☐ Institutional Student

EMPLID#	EMPL RCD#	LAST NAME	FIRST NAME
0000000	0	Doe	Jane

POSN#	DEPT ID#	DEPT NAME	JOB CODE	STANDARD HOURS WORKED
00016911	3250	Human Resources	411007	40

ADDITIONAL PAY

PAYMENT WILL BE PAID OVER

☑ One Pay Period
☐ Multiple Pay Periods

CHANGES TO ADDITIONAL PAY

☐ Cancel Additional Pay Effective
☐ Funding Change Effective

ACTUAL EARNINGS BEGIN DATE	ACTUAL EARNINGS END DATE	ACTUAL HRS WORKED/WK ON ADDITIONAL PAY	
07/01/16	07/15/16	10	
PAY PERIOD BEGIN DATE	**PAY PERIOD END DATE**	**AMT/PAY PERIOD**	**GOAL AMOUNT**
7/16/2016	7/31/2016	$100.00	$100.00

Check Box	Earnings Code	Description *(Refer to Instructions for a more detailed explanation)* *Check appropriate earnings code below*
☐	HRP	Retro - Salaried Pay - *Explain reason for late paperwork in Additional Information.*
☐	H02	Retro - Contract Pay - *Explain reason for late paperwork in Additional Information.*
☐	HRO	Retro - Overtime Pay - *Explain reason for late paperwork in Additional Information.*
☐	H04	Faculty Overload *(Faculty working/teaching > 100%)*
☐	H05	Summer Salary
☐	H06	Summer School
☐	H08	Continuing Ed/Corporate/Distance Ed - With Retirement
☐	H09	Continuing Ed/Corporate/Distance Ed - Without Retirement
☐	H17	Special Projects - With Retirement
☐	H19	Department Chair Compensation
☐	H28	Staff Overload *(Exempt Staff working/teaching > 100%)*
☑	H51	Special Projects - No Retirement
☐	H60	Awards
☐	H64	Acting/Interim Assignment
☐	H	Include Earnings Code and explain

Additional Information

Worked on a committee to update office forms.

Funding Information (Please check one box only)

☐ Use Position Default Funding (Cannot be used for H04 & H28) ☑ Use Funding Source Identified Below ☐ Funding Change Only

FUND CODE	DEPT #	DEPT NAME	PROJECT/GRANTS	PROGRAM	ACCOUNT
31413	3250	Human Resources		0	5 1 1002

Account Code U314133250R

Dept. Contact Name: Mary Jane **Phone:** 7-7777 **Box:** 7127

Recommending Official Signature Dept ID Date
Additional Approving Signature Dept ID Date

Approving Official Signature Dept ID Date
Reviewing Authority Date

Form Date: 7/28/2010

Additional Pay Sample

Hourly Payroll Reporting Form & Salaried Leave and Overtime Reporting Form

These forms are used to submit time worked for hourly employees and leave time and overtime taken by salaried employees. Please look closely at the examples for the correct filling in of these forms.

Please make sure to always use the most up-to-date forms. You can find these at our website:
http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/manager-forms.cfm

Time and Leave Reporting Forms

Make sure to use the Hourly Reporting form for hourly employees and the Salaried Reporting form for salaried employees leave and overtime.

All time should be entered on the form by week and only one pay period per sheet. Pay periods are always the 1st thru the 15th and the 16th thru the 31st (or whatever the last day of the month is).

Daily times should be recorded on the left side and the right side is used for putting the total of each code used for **that week**. The Grand total of all codes should be at the very bottom.

Please make sure the earnings code is correct and a funding source is specified. The earnings code will identify for us whether it is Work Study or Institutional. Remember if it is Work Study you only need to enter H14, no funding source (Combo Code) needs to be listed. See sample below.

Sending these in on time and for the correct pay period is appreciated. Again, late paperwork creates more time needed to complete the process here and may cause the employee to not be paid on time.

Hourly Time Card Sample

HOURLY PAYROLL REPORTING FORM

University of North Dakota - Payroll Office - 312 Twamley Hall - 264 Centennial Drive Stop 7127, Grand Forks, ND 58202-7127

EMPL ID	LAST NAME	FIRST NAME	M.I.	POS #
0000000	Doe	Jane	B	00017781

DEPT #	DEPARTMENT NAME	PERIOD BEGINNING	PERIOD ENDING
2715	Electrical Engineering	March 1, 2016	March 15, 2016

First Week / **Week Totals**

Day	Date	In	Out	In	Out	Hours	Combo Code	Ern Cd	Hours
Sun	Pre.Per								
Mon	Pre.Per								
Tue	3/1/16						U2063727150		10.23
Wed	3/2/16								
Thu	3/3/16								
Fri	3/4/16	11:00 AM	4:23 PM			5.23			
Sat	3/5/16	9:00 AM	11:30 AM	12:30 PM	3:00 PM	5.00			
						10.23			10.23

Second Week / **Week Totals**

Day	Date	In	Out	In	Out	Hours	Combo Code	Ern Cd	Hours
Sun	3/6/16								
Mon	3/7/16	9:00 AM	11:00 AM			3.00	U2063727150	h01	6.00
Tue	3/8/16	1:00 PM	4:00 PM			3.00		h14	4.07
Wed	3/9/16								
Thu	3/10/16	6:00 AM	9:00 AM	1:00 PM	2:04 PM	4.07			
Fri	3/11/16								
Sat	3/12/16								
						10.07			10.07

Third Week / **Week Totals**

Day	Date	In	Out	In	Out	Hours	Combo Code	Ern Cd	Hours
Sun	3/13/16								
Mon	3/14/16								
Tue	3/15/16								
Wed	Per. End								
Thu	Per. End								
Fri	Per. End								
Sat	Per. End								
						0.00			0.00

Fourth Week / **Week Totals**

Day	Date	In	Out	In	Out	Hours	Combo Code	Ern Cd	Hours
Sun	Per. End								
Mon	Per. End								
						0.00			0.00

Total Pay Period Hours Worked 20.30 <-----These Totals must Equal------> 20.30

Earnings Code (Ern Cd) List (Partial) - See Earnings Code list on Web for Complete List

H01 Regular Pay	H30 Sick Leave	H34 Holiday	H37 Jury Duty	
H03 Overtime	H31 Dep Sick	H35 Funeral	H33 Comp Time Taken	
H14 Workstudy	H32 Annual Leave	H36 Military Lv-Pd	H53 Comp Time Earned	

Dept Contact Person: Mary Sue Jones   Phone: 7-0000

I certify that this is a true statement of hours worked for the University of North Dakota and leave taken during the payroll period listed.

Employee Signature   Date   Supervisor Signature   Date

Form with Formulas-Revised 4/25/2014

Hourly Reporting Form Sample

HOURLY PAYROLL REPORTING FORM

University of North Dakota - Payroll Office - 312 Twamley Hall - 264 Centennial Drive Stop 7127, Grand Forks, ND 58202-7127

EMPL ID	LAST NAME	FIRST NAME	M.I.	POS #
0000000	Doe	Jane	B	00017781

DEPT #	DEPARTMENT NAME	PERIOD BEGINNING	PERIOD ENDING
2715	Electrical Engineering	March 1, 2016	March 15, 2016

First Week

Day	Date	In	Out	In	Out	Hours
Sun	Pre.Per					
Mon	Pre.Per					
Tue	3/1/16					
Wed	3/2/16					
Thu	3/3/16					
Fri	3/4/16	11:00 AM	4:23 PM			5.23
Sat	3/5/16	9:00 AM	11:30 AM	12:30 PM	3:00 PM	5.00
						10.23

Week Totals

Combo Code	Ern Cd	Hours
U206372715O		10.23
		10.23

Second Week

Day	Date	In	Out	In	Out	Hours
Sun	3/6/16					
Mon	3/7/16	9:00 AM	11:00 AM			3.00
Tue	3/8/16	1:00 PM	4:00 PM			3.00
Wed	3/9/16					
Thu	3/10/16	6:00 AM	9:00 AM	1:00 PM	2:04 PM	4.07
Fri	3/11/16					
Sat	3/12/16					
						10.07

Week Totals

Combo Code	Ern Cd	Hours
U206372715O	h01	6.00
	h14	4.07
		10.07

Third Week

Day	Date	In	Out	In	Out	Hours
Sun	3/13/16					
Mon	3/14/16					
Tue	3/15/16					
Wed	Per. End					
Thu	Per. End					
Fri	Per. End					
Sat	Per. End					
						0.00

Week Totals

Combo Code	Ern Cd	Hours
		0.00

Fourth Week

Day	Date	In	Out	In	Out	Hours
Sun	Per. End					
Mon	Per. End					
						0.00

Week Totals

Combo Code	Ern Cd	Hours
		0.00

Total Pay Period Hours Worked **20.30** ----These Totals must Equal------> **20.30**

Earnings Code (Ern Cd) List (Partial) - See Earnings Code list on Web for Complete List

H01 Regular Pay	H30 Sick Leave	H34 Holiday	H37 Jury Duty	
H03 Overtime	H31 Dep Sick	H35 Funeral	H33 Comp Time Taken	
H14 Workstudy	H32 Annual Leave	H36 Military Lv-Pd	H53 Comp Time Earned	

Dept Contact Person: Mary Sue Jones Phone: 7-0000

I certify that this is a true statement of hours worked for the University of North Dakota and leave taken during the payroll period listed.

Employee Signature ____________ Date ____________ Supervisor Signature ____________ Date ____________

Salaried Leave and Overtime Sample

UND University of North Dakota

SALARIED LEAVE AND OVERTIME

HRMS

EMPLID	LAST NAME	FIRST NAME	POSITION#
0000000	Doe	Jane	00101319
DEPT #	DEPARTMENT NAME	PERIOD BEGINNING	PERIOD ENDING
2715	Electrical Engineering	3/1/2016	3/15/2016

FIRST WEEK

FROM DATE	FROM TIME	TO DATE	TO TIME	ERN COD	HOURS	Acct Code-If Override Only	Ern Cd	HOURS

SECOND WEEK

FROM DATE	FROM TIME	TO DATE	TO TIME	CODE	HOURS	Acct Code-If Override Only	Ern Cd	HOURS
03/07/16	8:00 AM	03/08/16	12:30 PM	h20	12.50		h20	12.50

THIRD WEEK

FROM DATE	FROM TIME	TO DATE	TO TIME	CODE	HOURS	Acct Code-If Override Only	Ern Cd	HOURS
03/14/16	8:00 AM	03/14/16	10:30 PM	h20	2.50		h20	2.50

FOURTH WEEK

FROM DATE	FROM TIME	TO DATE	TO TIME	ERN COD	HOURS	Acct Code-If Override Only	Ern Cd	HOURS

TOTAL HOURS REPORTED 15.00 15.00

* Acct Codes are generally not needed for salaried - except when you charge OT/Leave differently than how your normal salary is charged.

Earnings Codes: Salaried = Employees with 12 Month Appts; Contract = Employees with <12 Month Appts

H01	Regular Hours (Only to be used if <Fulltime)	H26	Military Leave Pd-Salaried	H53	Comp Time Earned-All
H03	Overtime-Salaried & Contract-Non-Exempt	H27	Jury Duty - Salaried	H23	Comp Time Taken-
H05	Summer Salary - Regular Pay-Contract	H40	Sick Leave-Contract	H33	Comp Time Taken-Hourly
H18	Shift Differential-Enter amt/hr of add'l	H41	Dependent Sick Leave-Contract	H43	Comp Time Taken-
H20	Sick Leave-Salaried	H42	Annual Leave - Contract		
H21	Dependent Sick Leave-Salaried	H45	Funeral Leave-Contract		
H22	Annual Leave-Salaried	H46	Military Leave-Contract		
H25	Funeral Leave-Salaried	H47	Jury Duty - Contract		

Dept. Contact Name: Mary Sue Jones **Phone:** 7-0000 **Box:** 7127

I certify that this is a true statement of overtime worked and leave taken during the payroll period listed.

Employee Signature Date Supervisor Signature Date

FORM DAT 5/15/2015

Salaried Leave and Overtime Sample

UND University of North Dakota

SALARIED LEAVE AND OVERTIME

HRMS

EMPLID	LAST NAME	FIRST NAME	POSITION#
0000000	Doe	Jane	00101319

DEPT #	DEPARTMENT NAME	PERIOD BEGINNING	PERIOD ENDING
2715	Electrical Engineering	3/1/2016	3/15/2016

FIRST WEEK

FROM DATE	FROM TIME	TO DATE	TO TIME	ERN CODE	HOURS

WEEK TOTALS

Acct Code-If Override Only	Ern Cd	HOURS

SECOND WEEK

FROM DATE	FROM TIME	TO DATE	TO TIME	ERN CODE	HOURS
03/07/16	8:00 AM	03/08/16	12:30 PM	h20	12.50

WEEK TOTALS

Acct Code-If Override Only	Ern Cd	HOURS
	h20	12.50

THIRD WEEK

FROM DATE	FROM TIME	TO DATE	TO TIME	ERN CODE	HOURS
03/14/16	8:00 AM	03/14/16	10:30 PM	h20	2.50

WEEK TOTALS

Acct Code-If Override Only	Ern Cd	HOURS
	h20	2.50

FOURTH WEEK

FROM DATE	FROM TIME	TO DATE	TO TIME	ERN CODE	HOURS

WEEK TOTALS

Acct Code-If Override Only	Ern Cd	HOURS

TOTAL HOURS REPORTED 15.00 15.00

* Acct Codes are generally not needed for salaried - except when you charge OT/Leave differently than how your normal salary is charged.

Earnings Codes: Salaried = Employees with 12 Month Appts; Contract = Employees with <12 Month Appts

H01	Regular Hours (Only to be used if <Fulltime)	H26	Military Leave Pd-Salaried	H53	Comp Time Earned-All
H03	Overtime-Salaried & Contract-Non-Exempt	H27	Jury Duty - Salaried	H23	Comp Time Taken-
H05	Summer Salary - Regular Pay-Contract	H40	Sick Leave-Contract	H33	Comp Time Taken-Hourly
H18	Shift Differential-Enter amt/hr of add'l	H41	Dependent Sick Leave-Contract	H43	Comp Time Taken-
H20	Sick Leave-Salaried	H42	Annual Leave - Contract		
H21	Dependent Sick Leave-Salaried	H45	Funeral Leave-Contract		
H22	Annual Leave-Salaried	H46	Military Leave-Contract		
H25	Funeral Leave-Salaried	H47	Jury Duty - Contract		

Dept. Contact Name: Mary Sue Jones **Phone:** 7-0000 **Box:** 7127

I certify that this is a true statement of overtime worked and leave taken during the payroll period listed.

Employee Signature Date Supervisor Signature Date

FORM DATE 5/15/2015

Pay Register

Run the Payroll Register report found at: Payroll for North America>Payroll Processing USA>Pay Period Reports.

First time, create a Run Control ID. This will be saved and can be used each pay period. Once the report is run, have the timecards/salary leave slips, and the register all together. It helps to have the timecards and leave slips alphabetized as the report will be in alpha order.

Using the slips and the register, find the name and verify the position number is correct. If the employee has more than one position make sure to verify the correct slip with the register. On the hourly slips, verify they pay rate. If an account code it listed on the timecard verify that the one on the register matches. Lastly, verify that the hours match the total number of hours per week with the hours listed on the register. Verify the total number of hours for the timecard.

Contract employees, verify that the Earnings code is correct and the pay is correct.

Monthly and Salaried employees, verify the leave code and the number of hours match the slip to the register. Verify the total hours on the register with the total on the slip.

PeopleSoft
HE Departmental Pay Register Report
On/Off Cycle UNCONFIRMED
Selected Page 1 to ****

Run Date 03/23/2016
Run Time 12:53:27

Report ID: NDUPY580
Company: UND University of North Dakota
Pay Period End:03/15/2016

Employee Name/ID Dept. ID DeptName Check Date Check No.	Form ID Business Unit	PayGroup	Pos Num	Hr. Rate	Account Code	REGULAR Hours	REGULAR Earnings	OVERTIME Hours	OVERTIME Earnings	OTHER Type	OTHER Hours	OTHER Earnings	Gross Pay
2715 Electrical Engineering 03/31/2016	UND01	UNB	00027727	22.48 S		8.00 20.00 16.00	177.08 442.69 354.15						973.92 U
Employee totals			00027727			44.00	973.92	0.00	0.00		0.00	0.00	
2715 Electrical Engineering 03/31/2016	UND01	UNN	00017781	12.50	U2063727150 U2063727150					H01 H01	10.23 T 10.07 T	127.88 125.88	253.76 U
Employee totals			00017781			0.00	0.00	0.00	0.00		20.30	253.76	
2715 Electrical Engineering 03/31/2016	UND01	UNB	00027726	22.48 S		4.00 10.00 8.00	88.54 221.35 177.07						486.96 U
Employee totals			00027726			22.00	486.96	0.00	0.00		0.00	0.00	
2715 Electrical Engineering 03/31/2016	UND01	UNB	00027728	20.09 S		8.00 20.00 16.00	158.29 395.73 316.58						870.60 U
Employee totals			00027728			44.00	870.60	0.00	0.00		0.00	0.00	

Position # & pay rate
Account codes
Earnings Code
Hours Worked
Total Hours Worked

Source Legend: K = Batch Final L = On-line Final O = On-line N = Not added to Gross Pay

PeopleSoft

Report ID: NDUPY580 HE Departmental Pay Register Report Page No. 3

Company: UND University of North Dakota Run Date 03/23/2016

Pay Period End: 03/15/2016 On/Off Cycle UNCONFIRMED Run Time 12:53:27

Selected Page 1 to ****

Employee Name/ID Dept. ID Check Date	DeptName Check No.	Form ID Business Unit	PayGroup	Pos Num	Hr. Rate	Account Code	<------ REGULAR ------> Hours	Earnings	<--- OVERTIME ---> Hours	Earnings	<--------- OTHER ---------> Type	Hours	Earnings	Gross Pay
			UNN	00017705	15.00	U437002715UND00207690					H01	6.83 T	102.45	252.45 U
		UND01				U437002715UND00207690					H01	8.25 T	123.75	
2715	Electrical Engineering					U437002715UND00207690					H01	1.75 T	26.25	
03/31/2016														
		Employee totals		00017705			0.00	0.00	0.00	0.00		16.83	252.45	
				Position Number	Pay Rate						Leave Code	Leave Hours		
			UNB	00101319	19.90 S		16.00	313.64						1,725.00 U
		UND01					40.00	784.09						
2715	Electrical Engineering						32.00	627.27						
03/31/2016							12.50-	248.80-			H20	12.50	248.80	
							2.50-	49.76-			H20	2.50	49.76	
											Total Leave			
		Employee totals		00101319			73.00	1,426.44	0.00	0.00		15.00	298.56	
			UNN	00017705	15.00	U21418401022940					H01	10.48 T	157.20	257.70 U
		UND01				U21418401022940					H01	6.70 T	100.50	
2715	Electrical Engineering													
03/31/2016														
		Employee totals		00017705			0.00	0.00	0.00	0.00		17.18	257.70	
			UNB	00016403	22.48 S		4.00	88.54						486.96 U
		UND01					10.00	221.35						
2715	Electrical Engineering						8.00	177.07						
03/31/2016														

Source Legend: K = Batch Final L = On-line Final O = On-line N = Not added to Gross Pay

<u>Other</u>

**Please double check all the boxes on every form that you submit to make sure that there are no boxes checked that shouldn't be.

**Please try to send all forms for an employee over all together. We will separate them here as needed. It will lower the number of calls needed to departments and lessen data entry errors, as well as misplaced paperwork.

**If an employee is paid from the wrong fund please send us an email or some form of written communication explaining the error as soon as possible. If we can correct it before pay confirm it will help both the department and us greatly. Please include the name, emplid, amount, department, and the correct and wrong funds.

**If paperwork is sent over late and the employee is salaried, please make sure to include an additional pay form so we can make sure they receive all pay they are owed once we get them entered.

We **<u>will not</u> accept photocopies of forms. We **<u>must have</u>** the originals. Once they leave your department they go to other departments for signatures. If they do not show up in Payroll or on your Pay Register Report, you should track your forms to see where they are being held up and why. **We have no idea what forms we will be receiving each pay period so it will be up to you to track them.**

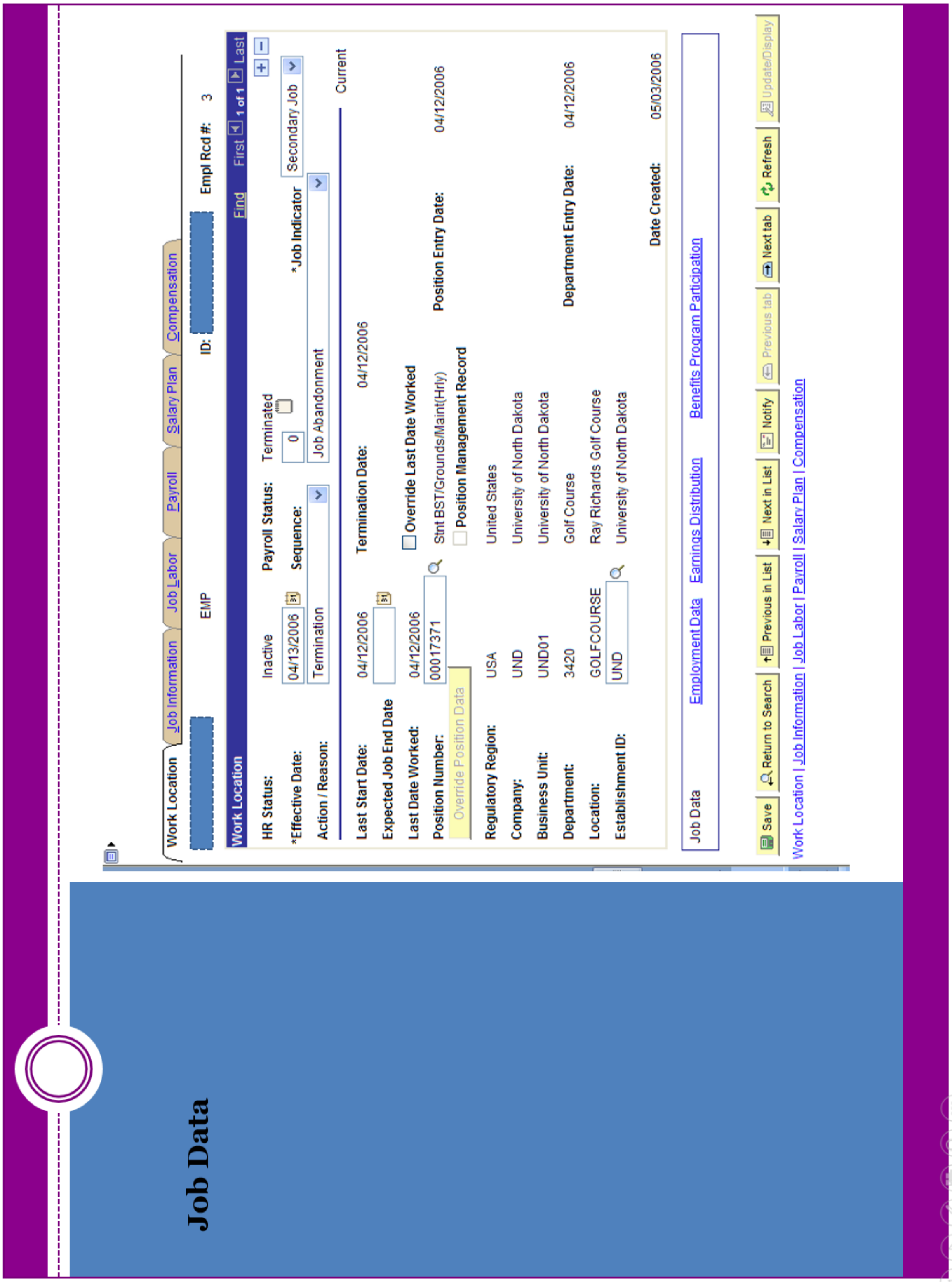
You may get additional help from our Payroll <u>website http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/manager-forms.cfm</u>. Please use the **<u>most current forms</u>**, they can be found on our website as well. Please call us with any questions you may have, we will be happy to help you.

********All forms should be routed to Payroll <u>after required signatures</u> are gotten. All forms need two department signatures, if work study or institutional they will also need a signature from Career Services. Graduate students must also have the two department signatures and a signature from the Graduate Office. Addition Pays require only two department signatures unless the department number and the funding department number is not the same, then you need a third signature from the other department.**

There are lots of different situations that may arise that are not covered in this manual. Please call the Payroll office for these situations and make note of them in this section if it is helpful.

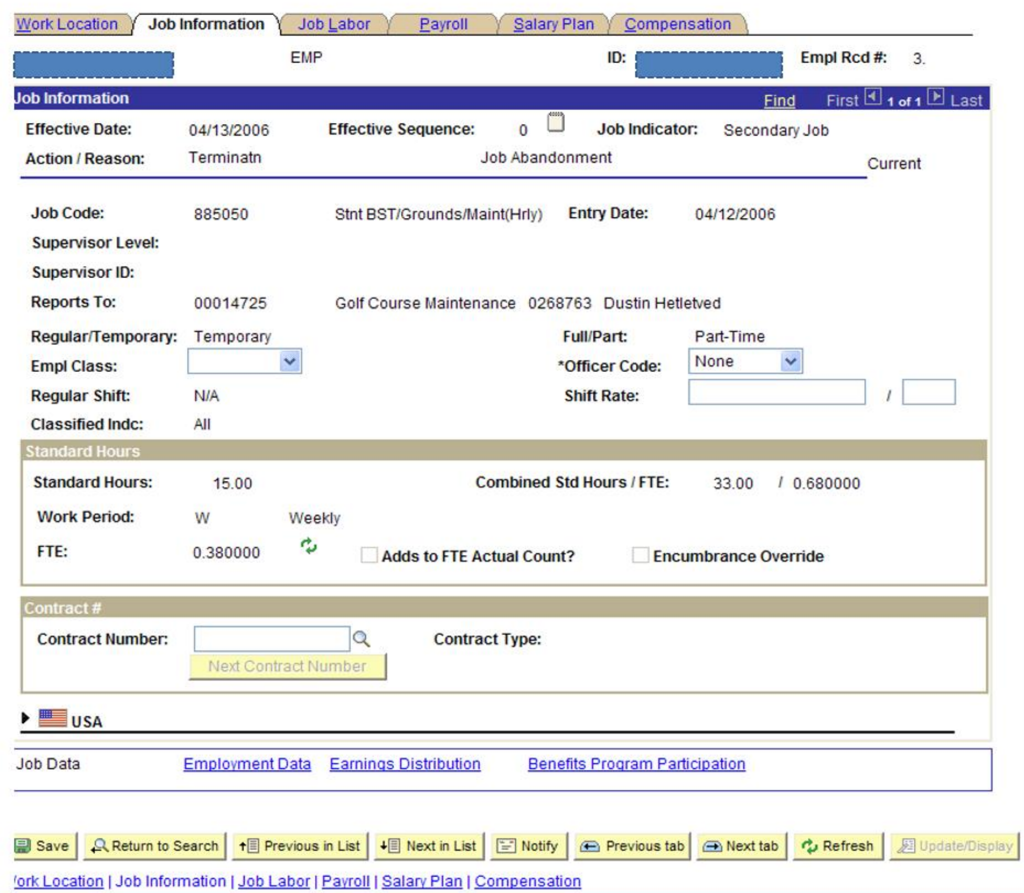
NOTES

Screenshots



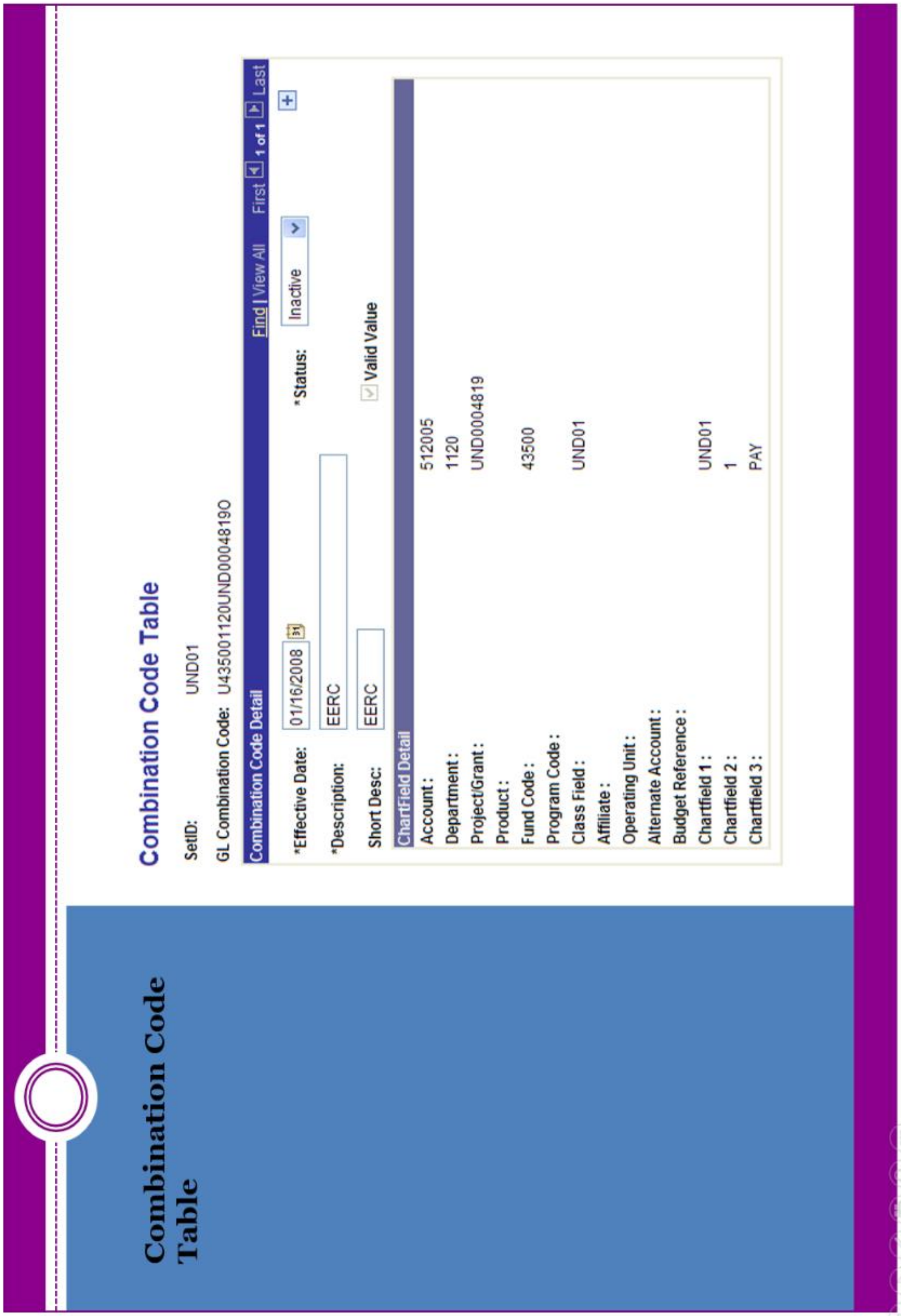
Job Data Screenshot

Job Data

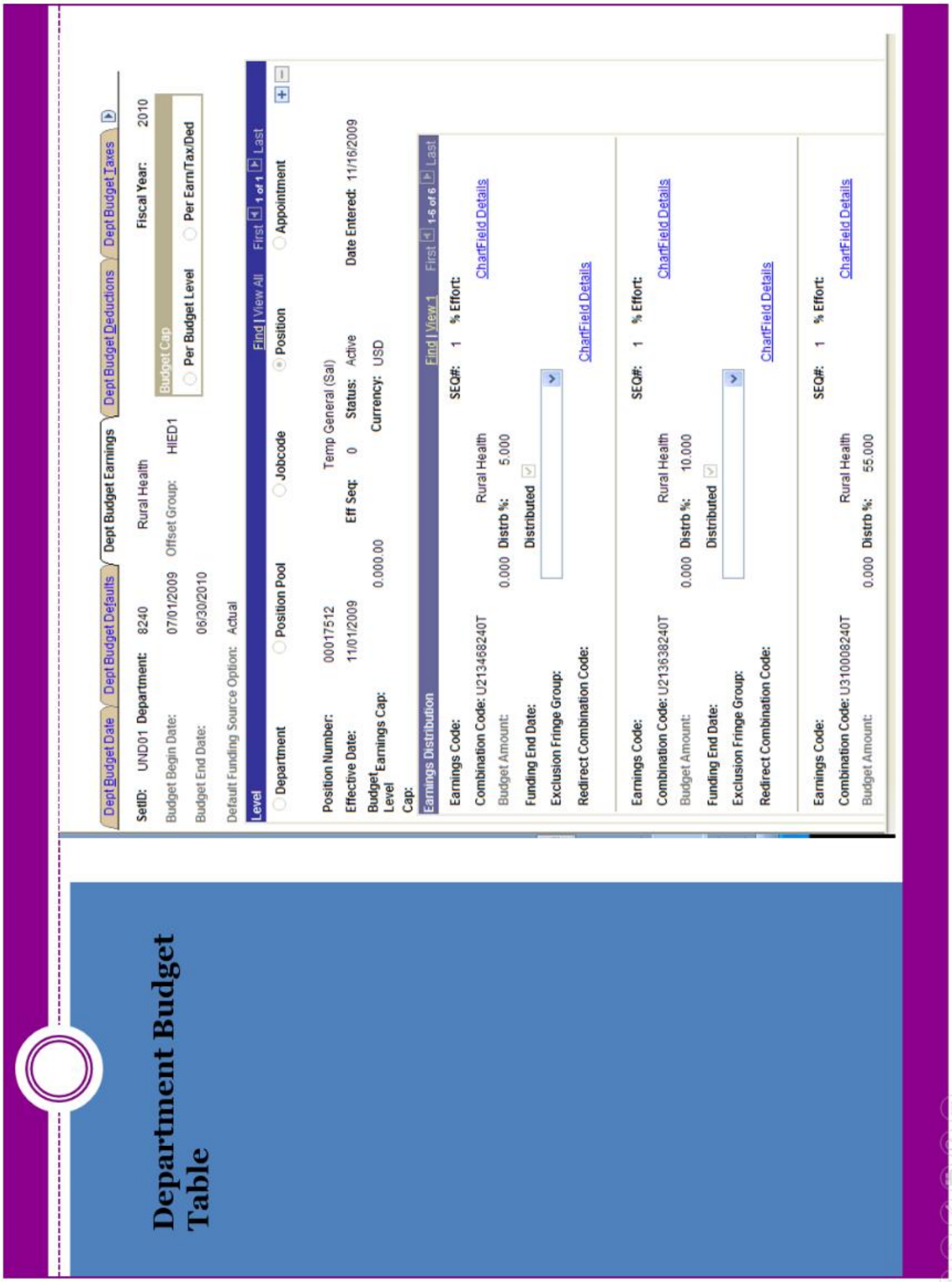


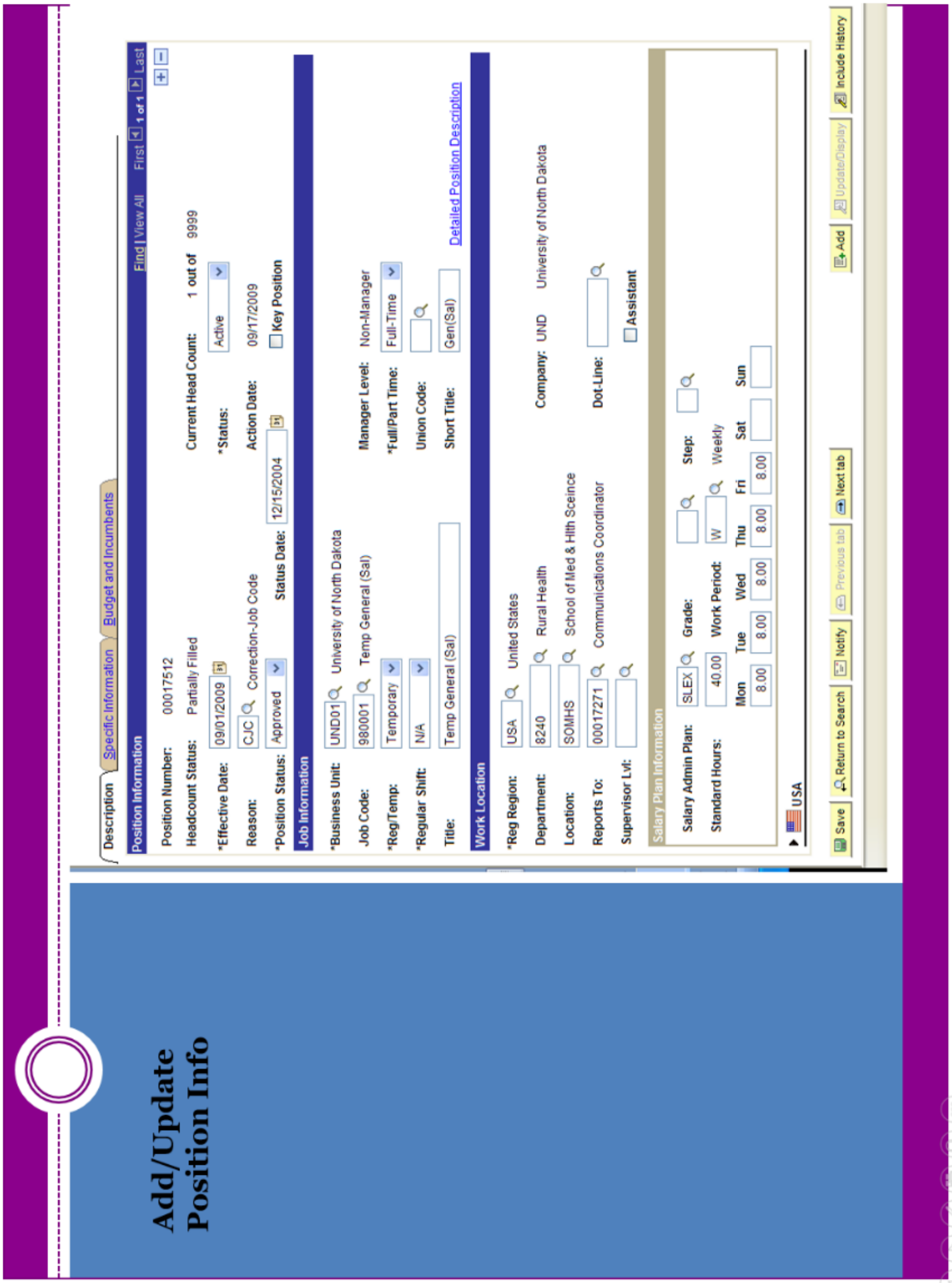
Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
EMP
ID:
Empl Rcd #: 3.
Job Information
Find
First 1 of 1 Last
Effective Date: 04/13/2006
Effective Sequence: 0
Job Indicator: Secondary Job
Action / Reason: Terminatn
Job Abandonment
Current
Job Code: 885050
Stnt BST/Grounds/Maint(Hrly)
Entry Date: 04/12/2006
Supervisor Level:
Supervisor ID:
Reports To: 00014725
Golf Course Maintenance 0268763 Dustin Hetletved
Regular/Temporary: Temporary
Full/Part: Part-Time
Empl Class:
*Officer Code: None
Regular Shift: N/A
Shift Rate:
Classified Indc: All
Standard Hours
Standard Hours: 15.00
Combined Std Hours / FTE: 33.00 / 0.680000
Work Period: W Weekly
FTE: 0.380000
Adds to FTE Actual Count?
Encumbrance Override
Contract #
Contract Number:
Contract Type:
Next Contract Number
USA
Job Data
Employment Data
Earnings Distribution
Benefits Program Participation
Save
Return to Search
Previous in List
Next in List
Notify
Previous tab
Next tab
Refresh
Update/Display
'ork Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Combination Code Table Screenshot

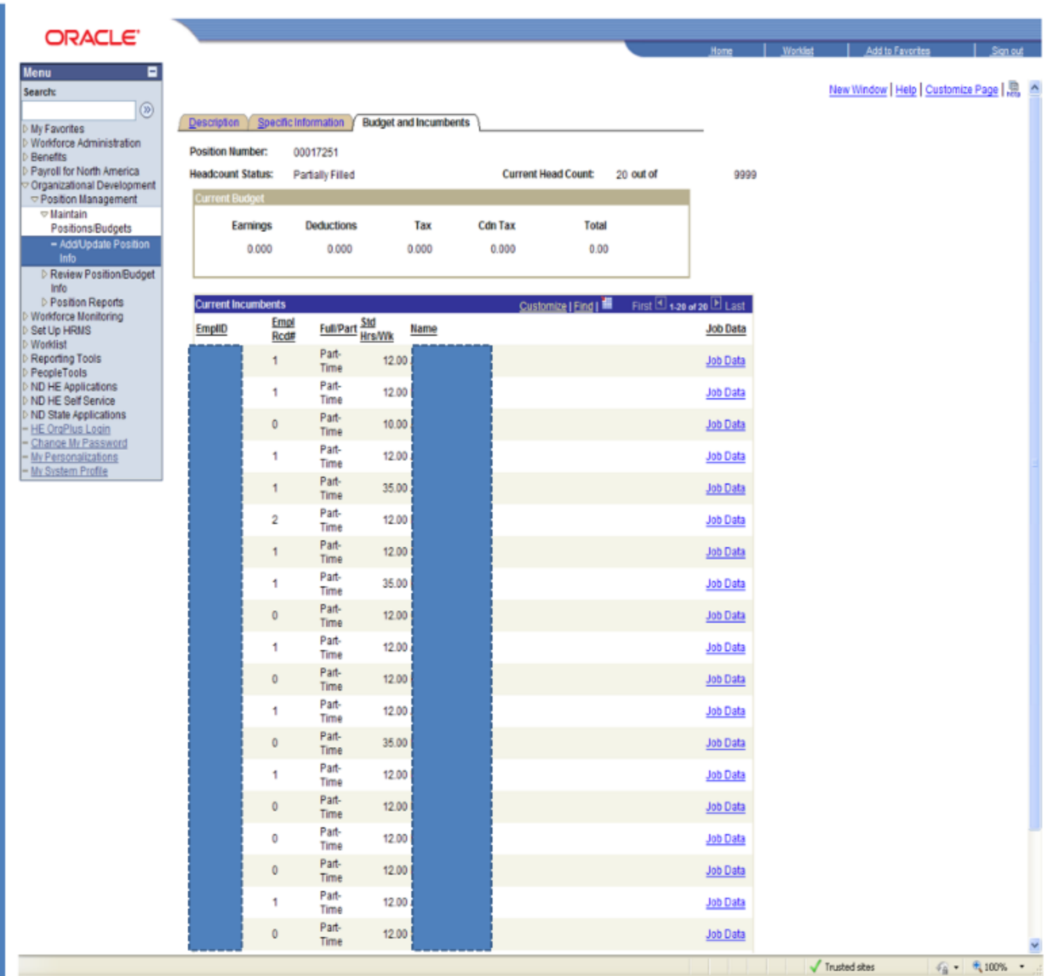


Department Budget Table Screenshot




Add/Update Position Info

Add/Update Position Info



Additional Helpful PS Pages in HRMS

- Job Data - Workforce Administration>Job Information>Job Data (Find an employees current jobs and record numbers)
- Add/Update Position Info - Organizational Development>Position Management>Maintain Positions/Budgets>Add Update Position Info (Find the Functional Title, Family, Job Code, department and who is in the position)
- Department Budget Table - Setup HRMS>Product Related>Commitment Accounting>Budget Information>Department Budget Table (Find the current funding sources on a position)
- Combination Code Table - Setup HRMS>Product Related>Commitment Accounting>Budget Information>Combination Code Table (Find if a Combo code is setup and ready to use)


Where can I get help?
If you need assistance with forms you can call the following:
For Hires and JDC's and Terms – Heidi 7-4988, Kayla 7-6124, Tyler 7-4194
For Hourly Time Sheets – Alex 7-2154
For Salaried Time Sheets – Anita 7-2163
Additional Pays and Retros – Trish 7-6973

New Hire Process by Employee Type

Workstudy	Institutional	Non-Student Part-time
1. Complete an online Job Listing on the Career Services website. Follow instructions on website. Position must be posted for 3 business days.	1. Complete an online Job Listing on the Career Services website. Follow instructions on website. Position must be posted for 3 business days.	1. <u>If employee was a student in the previous semester OR has registered as a student in the next semester, follow institutional Hiring process in previous column.</u> If employee has not been a student or will not be a student: Enter Position requisition in AppliTrack to begin recruitment. Follow HR guidelines for hiring contingent on proof of employment eligibility.
2. Student goes online (und.edu/student-employment) to apply for job. Review job applications online. As part of online hire process, the Student Employment (JobX) website validator shows if eligible for Workstudy (has accepted workstudy via their Electronic Award Letter on Campus Connection, and be enrolled in at least 6 credits.) **Reminder that once an employee graduates they are no longer able to work under student employment.	2. Student goes online (und.edu/student-employment) to apply for job. Review job applications online. As part of online hire process, the Student Employment (JobX) website validator shows enrollment. To qualify for institutional employment, a student must be registered for a minimum of 1 credits per semester. Exception: No minimum credits for students working during summer break. **Reminder that once an employee graduates they are no longer able to work under student employment.	2. If new employee is a current employee, or has received a paycheck from UND since January of the previous year, complete the online Hire in HRMS using a temporary, staff pool position. Submit a Position Funding form only if adding or deleting Combocodes, or if changing dollar amounts for the position for Budget purposes.
3. If an employee has received a paycheck from UND since January of the previous year, Complete the online Hire in HRMS. If employee has not received a paycheck from UND since January of the previous year, (1) Print off an I-9 form from the Payroll website, (2) Indicate the date the employee will start work in pencil in the blank in Section 2-Certification, (3) PRIOR TO STARTING WORK, instruct the employee to take the form to the Payroll Office (or dept E-Verify site), with identification as listed on the back of the form to prove eligibility for employment (4) When verified, the E-Verify site will provide the new employee with a green slip to return to their department to indicate the employment start date. Complete the online Hire in HRMS using the start date from the green slip. Do NOT let employee start work until they return the green slip.	3. If an employee has received a paycheck from UND since January of the previous year, Complete the online Hire in HRMS. If employee has not received a paycheck from UND since January of the previous year, (1) Print off an I-9 form from the Payroll website, (2) Indicate the date the employee will start work in pencil in the blank in Section 2-Certification, (3) PRIOR TO STARTING WORK, instruct the employee to take the form to the Payroll Office (or dept E-Verify site), with identification as listed on the back of the form to prove eligibility for employment (4) When verified, the E-Verify site will provide the new employee with a green slip to return to their department to indicate the employment start date. Complete the online Hire in HRMS using a start date no earlier than the date on the green slip. Do NOT let employee start work until they return the green slip.	3. If employee has never received a paycheck from UND or has not received a paycheck from UND since January of the previous year, (1) Print off an I-9 form from the Payroll website, (2) Indicate the date the employee will start work in pencil in the blank in Section 2-Certification, (3) PRIOR TO STARTING WORK, instruct the employee to take the form to the Payroll Office (or dept E-Verify site), with identification as listed on the back of the form to prove eligibility for employment (4) When verified, the E-Verify site will provide the new employee with a green slip to return to their department to indicate the employment start date. Complete the online Hire in HRMS using a temporary, Staff pool position and a start date no earlier than the date on the green slip. Do NOT let employee start work until they return the green slip.
4. Appoint to a position number that has been set up for workstudy (H14) on the Department Budget Table.	4. Appoint to a student position number. Verify that the combocode to be charged is set up under the selected position number.	4. Appoint to a non-student position number. Verify on the department budget table that the combocode to be charged is set up under the selected position number.
5. Workstudy employees can only be appointed to Workstudy positions and the Job Code must match the type of job duties performed. Contact Cindy Fetsch in Budget Office if another Workstudy position is required and to get instructions for Position funding form.	5. Position Funding form required ONLY if funding source to be used to pay student has not been set up for the position or if changing/adding funding sources/amounts for Budget purposes.	5. Position Funding form required ONLY if funding source to be used to pay student has not been set up for the position or if changing/adding funding sources/amounts for Budget purposes.
6. Obtain authorized signatures and forward Position Funding Form to Budget Office, Stop 8233.	6. Obtain authorized signatures and forward Position Funding Form to Budget Office, Stop 8233.	6. Obtain authorized signatures and forward Position Funding Form to Budget Office, Stop 8233.
7. **<u>Use H14 Earnings code and NO combocode on timesheets</u>**. Verify H14 and correct Home Labor account is set up on Kronos.	7. **<u>Use H01 Earnings code and always use a combocode on timesheets</u>**. Verify H01 and correct Home Labor account is set up on Kronos.	7. **<u>Use H01 Earnings code and always use a combocode on timesheets</u>**. Verify H01 and correct Home labor account is set up on Kronos.
8. When employee terminates, complete online Termination in HRMS.	8. When employee terminates, complete online Termination in HRMS.	8. When employee terminates, complete online Termination in HRMS.
Required Approvers on Paperwork: Supervisor, Department Head/Chair/Admin or Dean and Career Services. All are included in the automatic workflow except the department approve that must be added manually.	**Required Approvers on Paperwork**: Supervisor, Department Head/Chair/Admin or Dean and Career Services. All are included in the automatic workflow except the department approve that must be added manually.	**Required Approvers on Paperwork**: Supervisor, Department Head/Chair/Admin or Dean and Human Resources. VPAA departments require VPAA signature. All are included in the automatic workflow except the department approve that must be added manually.

Special Note: These instructions are also to be used for the following situations: 1) Employees switching departments 2) Employees changing job duties-that would require a Workers' Comp Code change 3) Employees switching between student positions and graduate student positions/lecturers/benefited staff or faculty. Complete online termination in HRMS and then follow the instructions above for the rehire.

Page 1 of 2 3/29/2016

New Hire Process Chart

New Hire Process by Employee Type (cont'd)

Graduate Students	Faculty	Benefited Staff
1. Follow Graduate School process to recruit and offer positions.	1. Follow the Request to Recruit procedures and submisson of Request to Appoint and Affirmative Action paperwork.	1) Enter Staff Position requisition in AppliTrack to begin recruitment. Follow HR guidelines for hiring.
2. If employee has never received a paycheck from UND or has not received a paycheck from UND since January of the previous year, (1) Print off an I-9 form from the Payroll website, (2) Indicate the date the employee will start work in pencil in the blank in Section 2-Certification, (3) PRIOR TO STARTING WORK, instruct the employee to take the form to the Payroll Office (Or Dept E-Verify site), with identification as listed on the back of the form to prove eligibility for employment (4) When verified, the Payroll Office will provide the new employee with a green slip to take immediately to their department to indicate the employment start date. If the date on the green slip is after the start date on the Hire, the department will then contact the Graduate School and Human Resources to adjust the start date to a date no earlier than the date on the green slip. Do NOT let employee start work until they return the green slip.	2. If an employee has received a paycheck from UND since January of the previous year, complete the online Hire in HRMS. If employee has not received a paycheck from UND since January of the previous year, (1) Print off an I-9 form from the Payroll website, (2) Indicate the date the employee will start work in pencil in the blank in Section 2-Certification, (3) PRIOR TO STARTING WORK, instruct the employee to take the form to the Payroll Office (or dept E-Verify site), with identification as listed on the back of the form to prove eligibility for employment (4) When verified, the E-Verify site will provide the new employee with a green slip to return to their department to indicate the employment start date. Do NOT let employee start work until they return the green slip.	2. If an employee has received a paycheck from UND since January of the previous year, Complete a Job Data Hire form. If employee has not received a paycheck from UND since January of the previous year, (1) Print off an I-9 form from the Payroll website, (2) Indicate the date the employee will start work in pencil in the blank in Section 2-Certification, (3) PRIOR TO STARTING WORK, instruct the employee to take the form to the Payroll Office (or dept E-Verify site), with identification as listed on the back of the form to prove eligibility for employment (4) When verified, the E-Verify site will provide the new employee with green slip to return to their department to indicate the employment start date. If employee is not currently benefited, Payroll will give them a New Employee benefit packet to complete. Do NOT let employee start work until they return the green slip.
3. Once the signed graduate contract is returned to department, complete the online Hire in HRMS, using a single occupant position. All Graduate students should be appointed with a Monthly Compensation rate.	3. Complete the online Hire in HRMS using a start date no earlier than the date on the green slip and using a single occupant faculty position number.	3. Complete the online Hire in HRMS, using a single occupant position and a start date no earlier than the date on the green sheet.
4. Appoint to a graduate student position number. Verify that the combocode to be charged is set up under the selected position number. Submit a Position funding form, if necessary. Obtain authorized department signatures for the Position Funding Form and forward to the Budget Office, Stop 8233.	4. Verify that the combocode to be charged is set up under the selected position number. Submit a Position funding form, if necessary. Obtain authorized department signatures for the Position Funding Form and forward to the Budget Office, Stop 8233.	4. Verify that the combocode to be charged is set up under the selected position number. Submit a Position funding form, if necessary. Obtain authorized department signatures for the Position Funding Form and forward to the Budget Office, Stop 8233.
5. Departments are responsible to make sure that Graduate Students have completed their I-9 form with the Payroll Office and signed all necessary paperwork with the Graduate School, including Graduate School acceptance letters, prior to starting work.		
	5. Obtain authorized signatures and submit to appropriate reviewing authority. Plan ahead - VPAA requires time to review and submit it to Payroll by deadline.	4. Obtain authorized signatures and submit to Payroll
6. When employee terminates, complete the online termination in HRMS.	6. When employee terminates, complete the online termination in HRMS.	5. When employee terminates, complete the online termination in HRMS.
Required Approvers on Paperwork: Supervisor, Department Head/Chair/Admin or Dean and Graduate School. All are included in the automatic workflow except the department approve that must be added manually.	**Required Approvers on Paperwork**: Supervisor, Department Head/Chair/Admin or Dean and VPAA. VPAA signature not required for Medical School and Athletics. All are included in the automatic workflow except the department approve that must be added manually.	**Required Approvers on Paperwork**: Supervisor, Department Head/Chair/Admin or Dean and VP (if required). All are included in the automatic workflow except the department approve that must be added manually.

Special Note: These instructions are also to be used for the following situations: 1) Employees switching departments 2) Employees changing job duties-that would require a Workers' Comp Code change 3) Employees switching between student positions and graduate student positions/lecturers/benefited staff or faculty. Complete online termination in HRMS and then follow the instructions above for the rehire.

Student Employment Transition Guide

Process to Transition Student Employees between Academic Year and Summer

(Within Same Department and Similar Job Duties)

	TO: Workstudy	TO: Institutional	TO: Non-Student or Part-time
FROM: Workstudy	1. Student completes the Summer Financial Aid Request Form, which is found online at: und.edu/financial-aid. Student must accept Federal Work Study on CampusConnection. Department supervisor runs the student through JobX Validator. Student must also be enrolled in a minimum of 6 credits. 2. Student cannot start working until they are run through the JobX Validator. 3. Same position number can be used for summer and academic year. Continue to use H14 Earnings code and NO combocode on timesheets. 4. No paperwork is required for HR or Payroll. **Reminder that once an employee graduates they are no longer able to work under student employment.	1. Department supervisor runs the student through JobX Validator. To qualify for institutional employment, a student must: 1) Be registered for at least 1 credit per semester (fall, spring or summer); 2) Have been a student in the previous semester: <u>OR</u> 3) Have registered as a student for the next semester. 2. Student cannot start working until they are run through the JobX Validator. 3. Same position number can be used. Use H01 Earnings code and combocode on timesheets. If using Kronos, remember to change earnings code to H01 and account code. 4. No online Hire is required. Submit a Position Funding form to Payroll, only if the combocode that will be used to pay the student has not been set up under the student's position number, or if funding needs to be changed for Budget purposes. **Reminder that once an employee graduates they are no longer able to work under student employment.	1. <u>If employee was a student in the previous semester OR has registered as a student in the next semester, follow Institutional Hiring process in previous column.</u> If employee has not been a student and will not be a student, enter Position requisition in AppliTrack to begin recruitment. Follow HR guidelines for hiring contingent on proof of employment eligibility. 2. See New Hire Process by Employee Type chart for hire process. Chart can be found at: http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/new-hire-transition-guide.pdf.
FROM: Institutional	1. Student completes the Summer Financial Aid Request Form which is available online at: und.edu/financial-aid. Student must accept Federal Work Study on CampusConnection. Department supervisor runs the student through JobX Validator. Student must also be enrolled in a minimum of 6 credits. 2. Student cannot start working until they are run through the JobX Validator. 3. <u>If the Position number that the student is currently being paid on is set up for Workstudy</u> (Dept Budget Table has lines set up specifically for H14 earnings), no paperwork is required for HR or Payroll. 4. <u>If the Position is NOT set up for Workstudy</u> - Contact the Budget Office to set up Workstudy on the position, or a termination from the non-workstudy position and Job Data Hire form to a workstudy position is required. 5. Use H14 Earnings Code and NO combocode on Timesheets. Verify H14 and correct Home Labor account is set up on Kronos. **Reminder that once an employee graduates they are no longer able to work under student employment.	1. Department supervisor runs the student through JobX Validator. To qualify for institutional employment, a student must: 1) Be registered for at least 1 credit per semester (fall, spring or summer); 2) Have been a student in the previous semester: <u>OR</u> 3) Have registered as a student for the next semester. 2. Student cannot start working until they are run through the JobX Validator. 3. Same position number can be used for summer and academic year. 4. No online Hire is required. Submit a Position Funding form to Payroll, <u>only if</u> the combocode that will be used to pay the student has not been set up under the student's position number. 5. Use H01 Earnings Code and combocode on Timesheets and Kronos. **Reminder that once an employee graduates they are no longer able to work under student employment.	1. <u>If employee was a student in the previous semester OR has registered as a student in the next semester, follow Institutional Hiring process in previous column.</u> If employee has not been a student and will not be a student, enter Position requisition in AppliTrack to begin recruitment. Follow HR guidelines for hiring contingent on proof of employment eligibility. 2. See New Hire Process by Employee Type chart for hire process. Chart can be found at: http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/new-hire-transition-guide.pdf.
FROM: Non-Student Part-Time	1. Student completes the Summer Financial Aid Request Form which is available online at: und.edu/financial-aid. Student must accept Federal Work Study on CampusConnection. Department supervisor runs the student through JobX Validator. Student must also be enrolled in a minimum of 6 credits. 2. Student cannot start working until they are run through the JobX Validator. 3. Submit an online termination to terminate Non-student, part-time position. 4. Complete an online Hire, using a student pool position, with Workstudy funding. Submit a Position Funding form only if adding or deleting combocodes, or if changing dollar amounts for the position for Budget purposes. 5. Use H14 Earnings Code and No combocode on timesheets. Verify H14 and correct Home Labor account is set up in Kronos.	1. Department supervisor runs the student through JobX Validator. To qualify for institutional employment, a student must: 1) Be registered for at least 1 credit per semester (fall, spring or summer); 2) Have been a student in the previous semester: <u>OR</u> 3) Have registered as a student for the next semester. 2. Student cannot start working until they are run through the JobX Validator. 3. Submit an online termination to terminate Non-student, part-time position. 4. Complete an online Hire, using a student pool position. Submit a Position Funding form only if adding or deleting combocodes, or if changing dollar amounts for the position for Budget purposes. 5. Use H01 Earnings Code with appropriate Combo Code on timesheets. Verify H01 and correct Home Labor account is set up in Kronos.	1. No Action Required. **Last Update: 3/24/2016**

Special Note: These instructions are <u>not</u> to be used for the following situations: 1) Employees switching departments 2) Employees changing job duties-that would require a Workers' Comp Code change 3) Employees switching between student positions and graduate student positions/lecturers/benefited staff or faculty 4) Employees who have never been a student and were hired as a non-student and now qualify as a student. A termination and hire must be processed. See New Hire instructions.

University of North Dakota
2016 Payroll Dates

Pay Day	Reporting Dates	Due Dates for Payroll Forms	Due Dates for Salaried Leave & Hourly Time Slips
January 15,2016	December 16 to December 31, 2015	January 4,2016	January 5,2016
January 29,2016	January 1 to January 15, 2016	January 19,2016	January 20,2016
February 12,2016	January 16 to January 31, 2016	February 01,2016	February 2,2016
February 29,2016	February 1 to February 15, 2016	February 16,2016	February 17,2016
March 15,2016	February 16 to February 28, 2016	March 1,2016	March 2,2016
March 31,2016	March 1 to March 15, 2016	March 16,2016	March 17,2016
April 15,2016	March 16 to March 31, 2016	April 1,2016	April 4,2016
April 29,2016	April 1 to April 15, 2016	April 18,2016	April 19,2016
May 13,2016	April 16 to April 30, 2016	May 2,2016	May 3,2016
May 31,2016	May 1 to May 15, 2016	May 16,2016	May 17,2016
June 15,2016	May 16 to May 31, 2016	June 1,2016	June 2,2016
June 30,2016	June 1 to June 15, 2016	June 16,2016	June 17,2016
July 15,2016	June 16 to June 30, 2016	July 1,2016	July 5,2016
July 29,2016	July 1 to July 15, 2016	July 18,2016	July 19,2016
August 15,2016	July 16 to July 31, 2016	August 1,2016	August 2,2016
August 31,2016	August 1 to August 15, 2016	August 16,2016	August 17,2016
September 15,2016	August 16 to August 31, 2016	September 1,2016	September 2,2016
September 30,2016	September 1 to September 15, 2016	September 16,2016	September 19,2016
October 14,2016	September 16 to September 30, 2016	October 3,2016	October 4,2016
October 31,2016	October 1 to October 15, 2016	October 17,2016	October 18,2016
November 15,2016	October 16 to October 31, 2016	November 1,2016	November 2,2016
November 30,2016	November 1 to November 15, 2016	November 16,2016	November 17,2016
December 15,2016	November 16 to November 30, 2016	December 1,2016	December 2,2016
December 30,2016	December 1 to December 15, 2016	December 16,2016	December 19,2016

This schedule is provided for your use in processing payroll for the calendar year 2016. Pay days are the 15th of each month (or the last work day prior to the 15th) and the last work day of each month. Paperwork not received in Payroll by the due date will be held until the next pay day.

Please submit paperwork as early as possible.

Payroll Dates Calendar