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HCM/Data Mart Project

Operational Guide for Payroll Authorization Processing

8/15/16

Topics

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Payroll Authorization Processing

Professional and Classified Payrolls

Payroll Authorizations and related employment paperwork with an **effective start date of 9/15/16 or earlier:**

- Must be received in Payroll by 9/1/16 for processing in Genesys by Payroll staff
- Paperwork that arrives in Payroll after the 9/1/16 deadline will be returned to departments, and department processors will need to enter those transactions into Core-CT through the Smart HR templates after go-live

Payroll Authorizations and related employment paperwork with an **effective start date of 9/16/16 or later:**

- Will be entered by department processors through Smart HR after go-live
- Paperwork with an effective start date in 2017 will be returned to departments for processing through Smart HR
- *Exception...Payroll staff will process authorizations with an effective start date between 9/16/16 and 12/31/16 in the new system on behalf of departments, provided all required paperwork has been received in Payroll by 8/22/16*

Payroll Authorization Processing

Special Payroll

Payroll Authorizations and related employment paperwork with an **effective start date of 9/15/16 or earlier:**

- Must be received in Payroll by 9/1/16 for processing in Genesys by Payroll staff
- All SPAR approvals must be in place
- Paperwork that arrives in Payroll after the 9/1/16 deadline will be returned to departments, and department processors will need to enter those transactions into Core-CT through the Smart HR templates after go-live

Payroll Authorizations and related employment paperwork with an **effective start date of 9/16/16 or later:**

- Will be entered by department processors through Smart HR after go-live
- Paperwork already received in Payroll with an effective start date in 2017 will be returned to departments for processing through Smart HR
- *Exception...Payroll staff will process authorizations with an effective start date between 9/16/16 and 12/31/16 in the new system on behalf of departments, provided all required approvals and paperwork have been received in Payroll by 8/22/16*

Payroll Authorization Processing

Graduate Assistant Payroll (GAs and Grad Interns)

All employment transactions with an **effective start date of 8/23/16 through 9/15/16** :

- Must be entered in Genesys by 9/9/16; all signed screen prints and related paperwork must be received by close of business 9/9/16
- Department access to process Grad Assistant transactions in Genesys will be removed as of close of business on 9/9/16
- Paperwork that arrives in Payroll after the 9/9/16 deadline will be returned to departments, and will need to be entered into Core-CT by department processors through the Smart HR templates after go-live

All employment transactions with an **effective start date of 9/16/16 or later:**

- Will be entered by department processors through Smart HR after go-live
- Department processors will be contacted by Gena Twarz to resolve any outstanding transactions that need to be cleaned up prior to conversion to Core-CT

Payroll Authorization Processing

Student Labor and Work Study Payrolls

Winja transactions with an effective start date of **9/15/16 or earlier**:

- All Winja transactions for new hires and related employment paperwork must be completed by 9/12/16
- All Winja transactions for rehires or changes must be completed by 12:00 noon on 9/13/16
- Students are still required to go to Wilbur Cross to complete Form I-9 (if required)
- Department access to process transactions in Winja will be removed on 9/13/16 at 12:00 noon

Student employment transactions with an effective start date of **9/16/16 or later**:

- Should be entered by department processors through Smart HR after go-live
- Departments must now complete Form I-9 for their student employees (if required), and forward all documentation to the Payroll Department

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Contact Information

Questions regarding Payroll Authorization and other related deadlines can be referred to the following individuals:

Employee Group	Contact	Phone	Email
Professional Payroll	Tracy Makuch	860-486-0959	tracy.makuch@uconn.edu
Classified Payroll	Brenda Perkins	860-486-0963	brenda.perkins@uconn.edu
Special Payroll	Jessica Lowrey-Manning	860-486-0957	jessica.lowrey-manning@uconn.edu
Grad Assistant Payroll	Gena Twarz	860-486-6797	gena.Twarz@uconn.edu
Student Payrolls	Maribel Ortiz	860-486-1139	maribel.ortiz@uconn.edu

Note: Questions regarding Recruiting Solutions or SPAR processes should be referred to Human Resources at 860-486-3034 or <http://hr.uconn.edu/>