HCM/Data Mart Project

Topics

1. Payroll Authorization Processing – Professional and Classified Payrolls
2. Payroll Authorization Processing – Special Payroll
3. Payroll Authorization Processing – Graduate Assistant Payroll
4. Payroll Authorization Processing – Student Labor and Work Study Payrolls
5. Contact Information
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
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
Questions regarding Payroll Authorization and other related deadlines can be referred to the following individuals:

<table>
<thead>
<tr>
<th>Employee Group</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Payroll</td>
<td>Tracy Makuch</td>
<td>860-486-0959</td>
<td><a href="mailto:tracy.makuch@uconn.edu">tracy.makuch@uconn.edu</a></td>
</tr>
<tr>
<td>Classified Payroll</td>
<td>Brenda Perkins</td>
<td>860-486-0963</td>
<td><a href="mailto:brenda.perkins@uconn.edu">brenda.perkins@uconn.edu</a></td>
</tr>
<tr>
<td>Special Payroll</td>
<td>Jessica Lowrey-Manning</td>
<td>860-486-0957</td>
<td><a href="mailto:jessica.lowrey-manning@uconn.edu">jessica.lowrey-manning@uconn.edu</a></td>
</tr>
<tr>
<td>Grad Assistant Payroll</td>
<td>Gena Twarz</td>
<td>860-486-6797</td>
<td><a href="mailto:gena.Twarz@uconn.edu">gena.Twarz@uconn.edu</a></td>
</tr>
<tr>
<td>Student Payrolls</td>
<td>Maribel Ortiz</td>
<td>860-486-1139</td>
<td><a href="mailto:maribel.ortiz@uconn.edu">maribel.ortiz@uconn.edu</a></td>
</tr>
</tbody>
</table>

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