UNIVERSITY PAYROLL NEWSLETTER

Highlights and Hot Topics
Overpayment Collection

By Laura Barnett

When an employee is overpaid, the unit incurs the cost of the overpayment until the funds are collected. To initiate the overpayment collection process, units notify University Payroll of the overpayment by submitting a Pay Event adjustment transaction through the ANA application.

Upon receipt of the ANA transaction, University Payroll will evaluate the adjustment request and start the collection process. Whenever possible, University Payroll will deduct overpayments from subsequent pay events to quickly resolve debt. If the recapture of funds cannot occur within two pay events; University Payroll will calculate the net amount due and forward the Overpayment Notification letter to both the employing unit and employee.

INSIDE THIS ISSUE

If an overpayment is not collected in full by University Payroll, the department may elect to receive total or partial payments from the employee following the guidelines in the table below.

Collection Method	Department Responsibility
Accept personal checks/money order/cash from employee.	Departments that elect to accept payments from employees must deposit the funds collected into their departmental fund until the full net has been collected or 20t^h of each quarter end (March 20, June 20, September 20, December 20). Departments **must** submit quarterly the amounts collected from employees to University Payroll via Journal Voucher (FOAP 2-300015-NA-61050-NA) . Department should notify University Payroll via e-mail (payinq@uillinois.edu) when the JV has posted.
Payroll Deduction	Departments must submit an Overpayment Collection form to USFSCO (University Student Financial Services and Cashiers Operations) requesting collection of funds through voluntary or involuntary payroll deduction. Overpayment Collection Form

Departmental expense accounts will be credited at the time the amount is deducted from gross earnings or 5-10 business days from receipt of payment in a University Payroll clearing account, unless otherwise communicated. If the overpayment is not recaptured, University Payroll will process a partial reversal to credit the departmental expense account for deductions withheld. The employee's W-2 record will be appropriately adjusted as defined by IRS Code.

For a step-by-step guide to the overpayment collection process, please visit the Overpayments Web page on the Payroll & Earnings Web site.

Returned Checks and Earnings Statements

By Laurie Pitner

University Payroll has updated the Payroll Distribution information on our Web site to include the requirement of a new form when returning unclaimed checks. Units should return unclaimed checks and earnings statement to the Campus Payroll Service Center within one week of payday if unclaimed. The Return to Payroll Checks Form is required for payroll checks to identify which checks are being returned as unclaimed and which checks are being returned to clear an overpayment or to be reissued for another reason. Checks being returned for an overpayment should reference the ANA# so that it is applied properly to the overpayment.

Earnings statements should also be returned if unclaimed. Departments may use the Return Payroll Checks Form to accompany earning statements returned to University Payroll, but it is not required. One change to note is that if two or more unclaimed earnings statements are returned to University Payroll, the request for printing the employee's earnings statement during the normal pay cycle will be terminated. All employees have 15 months of earnings statement history on NESSIE. The print version of the earnings statement from NESSIE does now indicate that this is an official notification of earnings and has the University of Illinois name at the top of the page.

Current Quarter

Year-End Information

BW 14 Calc Date

Due to the Fourth of July holiday, the BW 14 payroll calculation will be Wednesday July 5. Consequently, department approvers will have until noon on July 5 for timesheet approval. Superusers have until 5 p.m. on the 5th. Current pay period adjustments can be submitted through ANA until 5 p.m. on Wednesday, July 5. Prior pay period adjustments submitted by 5 p.m. Tuesday July 4 will be paid on Friday, July 7.

Labor Distributions Fiscal Year End

At fiscal year end, labor distributions for state funded jobs will be split in the following manner:

BW 14 – 100% of the pay event will be assigned to the 2006 distribution, 0% will be assigned to the new 2007 distribution.

MN7 – **52.38%** of the pay event will be assigned to the 2006 distribution, **47.62%** will be assigned to the new 2007 distribution. Exception for MN 7 pay events – 9/12 will have 100% of the pay event assigned to the new 2007 distribution. *(These new percentages are now updated in the FY06 Closing/FY07 Opening Procedures document).*

A note about changes to job records:

Jobs with 9/12 employee classes (AA, AB, BC, and BD) on state funds:

- If the effective date of the appointment is before 6/16/06, use FY06 state fund code (100006).
- If the effective date of the appointment is 6/16/06 or later, use FY07 state fund code (100007).

Jobs with non-9/12 employee classes on state funds:

- If the effective date of the appointment is before 7/1/06, use FY06 state fund code (100006).
- If the effective date of the appointment is 7/1/06 or later, use FY07 state fund code (100007).

If a terminated job is reactivated, be sure that the state fund code used on the labor distribution record follows the guidelines above.

Last Quarter

Customer Service Metrics

January – March 2006

	January	February	March
Total Activity	3,321	3,102	2,896
Pending Resolution	2	6	21
Closed	3,317	3,089	2,852

Total Activity represents the number of Clarify cases handled by Payroll Customer Service. Pending resolution refers to the number of cases still open out of those submitted at the end of each month. Closed are resolved issues.

Payroll Operations Metrics

During the last quarter, a total of **162** timesheets fell into an error status at Disposition 05 and had to be manually fixed by Payroll Operations. This error occurs when an employee's required statutory deductions are not active or do not exist during the pay period.

Adjustments Processed

January – March 2006

January	February	March
3,462	2,407	2,512
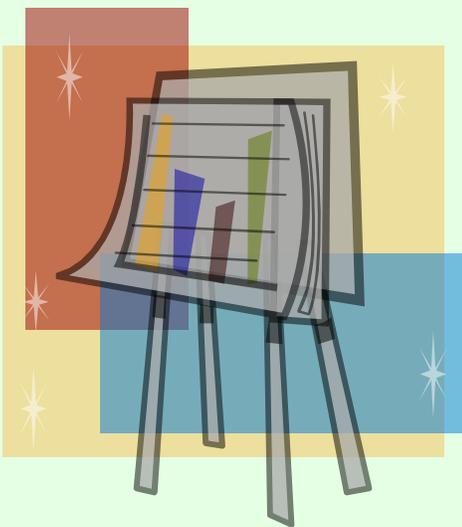
Questions and Answers

Q: How can I redistribute labor charges to a FOAP on a different Chart of Accounts?

A: Previously, Banner did not allow for cross chart labor redistributions. With the upgrade to Banner 7, a modification to the PZAREDS form was implemented.

In the Edit Labor Distributions and Search and Replace subforms of PZAREDS, the restrictions on the COA field have been removed.

Q: I noticed that not all earnings displayed in the PZAREDS form when I tried to perform a labor redistribution. Why?

A: If you entered the position information in the Selection Criteria screen, a corresponding Effective Date is automatically pulled into the criteria. The data displayed in the PZAREDS form is then dependent upon the effective date that defaulted into the Selection Criteria screen and you may have unintentionally excluded data from your selection. To avoid data from being excluded, omit the position information from the Selection Criteria screen or after selecting the position, delete the Effective Date information.

Q: What do I do when the wrong labor distribution has been used for a One-Time Payment? I don't "own" the job so I'm not allowed to redistribute the charges in PZAREDS.

A: The One-Time Payments form allows entry of the appropriate C-FOAP for the labor charges, but it does not allow the unit to assign a timesheet organization code to the job. Instead, a default ts-org of 109000 (Control – Payroll) is assigned. This prevents the unit from redistributing the labor charges in PZAREDS. In this situation, contact payinq@uillinois.edu to receive a Labor Redistributions Spreadsheet. Fill out the spreadsheet with the appropriate information and return it to payinq@uillinois.edu, so that Payroll can process the redistribution.

Important Payroll Dates

Payroll Training Events
Now Open for Registration
UIUC

Payroll Overview

July 27 – 1:00pm to 4:00 pm

Payments to Foreign Nationals Overview

July 27 – 9:00am to 12:00pm

UIC

Payroll Overview

June 27 – 1:00pm to 4pm

Payments to Foreign Nationals Overview

June 27 – 9:00am to 12:00pm

For further information on the Payroll courses or to register for a class, please visit the OBFS Training Center.

Fiscal-Year-End Deadlines for Labor Redistributions

Labor redistributions (PZAREDS) must be completed and processed according to the following dates at the close of the fiscal year.

July 6, 2006 (12:00 pm) - Labor redistributions must be completed (disposition 60) to appear on June FY06 preliminary statements.

July 12, 2006 (5:00 pm) - Last day to post redistributions to FY06. Labor redistributions must be completed (disposition 60) to appear on June FY06 period 12 statements.

- **For FY06 pay periods except for BW 14 and MN 7** - Labor redistributions must have an override posting date in June 2006 to appear on the June FY06 period 12 statements.

- **For FY06 pay periods BW 14 and MN 7** - These pay periods cross over the fiscal years and may have expenditures in both FY06 and FY07. To redistribute the earnings across both fiscal years, the posting override date should be blank. To only redistribute the FY06 earnings, select the earnings history record with an effective date of 06/18/06 for BW 14 or 06/16/06 for MN 7 and use a June 2006 date in the posting override date. Use the edit distribution feature instead of the search and replace functionality.

July 13 through July 29, 2006 - No labor redistributions will post to period 14.

- Labor redistributions pertaining to FY06 state funds must be processed by July 12, 2006. Units cannot process labor redistributions pertaining to FY06 state funds in FY07.

July 30, 2006 - All labor redistributions completed after July 12, 2006 will post to FY07.

- **BW 14 and MN 7** - These pay periods cross over the fiscal years and may have expenditures in both FY06 and FY07. To only redistribute the FY07 earnings, select the earnings history record with an effective date of July 1, 2006. Use the edit distribution feature instead of the search and replace functionality.

Refer to the Fiscal-Year-End Closing and Opening Procedures Web page for more information on the year-end closing schedule and critical dates and who to contact for questions.

Other Dates

Payroll Calculation deadlines can be found on the posted Payroll Schedule for 2006.

Foreign National Mass Appointment labs for status review of new employees and for current employee renewals are listed at the lab registration site.