

## Gross Pay Register Reconciliation Process

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**Section Responsible For Updating:** Payroll Director

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### **Background**

The Gross Pay Register (GPR) is a report issued prior to each payday listing the salary amounts scheduled for payment to faculty and staff. The department's level of responsibility for reconciling their payroll transactions varies based on whether or not the department participates in the Shared Services Center (SSC) structure. The data is available in several reporting environments.

For departments participating in the SSC structure, their payroll exception transactions will be reconciled by SOA staff using eReconciliation. The eReconciliation Module in the financial data base is the authoritative source for storing the reconciliation status for GPR data. However, departments should review their GPR data to identify unusual trends and/or unexpected variances using the resources listed below.

For departments not participating in the SSC structure, GPR reconciliation is required, but use of the eReconciliation Module is optional. The other methods for viewing GPR data include:

- Data Warehouse (Payroll Data Set) using Business Objects
- UMHS DataMart
- Public Queries in the M-Pathways Human Resource Management System (HRMS)
- Report Manager within HRMS

### **Steps for Verifying Payroll Transactions**

A. Departments participating in the SSC structure:

1. After each payroll is confirmed, the GPR data is run through a series of system audits to determine which payroll transactions can be automatically reconciled by the system.
2. Items which aren't flagged as being auto-reconciled will appear on exception reports, which will be manually reviewed by staff on the SSC-SOA team. If necessary, the SSC staff will request assistance from individuals in the employing department, or staff in the central Payroll Office.
3. When the payroll transactions on the exception reports have been reconciled, including corrections which need to be processed, the SSC staff member will update the reconciliation status in the eReconciliation Module.

4. To request assistance, please call the SSC Finance Contact Center at 615-2000, option 3, prompt 1.

B. Departments not participating in the SSC structure:

1. On the morning after a payroll is confirmed and prior to the paydate, the Department Manager or designee must review their GPR entries and reconcile the entries to the source document.
2. GPRs for exempt staff members and faculty must be compared to appointment and funding data for accuracy. Additional pay, summer salary, and appointment overload payments should be verified to department records to ensure that the appropriate human resource officer has accurately entered appointment information. Any unauthorized or inaccurate transactions must be investigated and resolved immediately by appropriate supervisory staff.
3. The reconciliation document must be initialed, dated and retained for two fiscal years plus the current fiscal year, even if the reconciliation is done using an electronic document. Another option is to update the reconciliation status of the GPR transactions in the eReconciliation Module in the financial database.