

Sul Ross State University  
Business Process Analysis – Finance Module

Process Name: Payroll Interface Payroll Posting

Date: October 11, 2005

Time: 1 p.m.

Location: UC Executive Conference Room

Participants: Karlin Devoll, Janie Bradley, Judy Perry, Liliana Mason, Corina Ramirez, Nieves Kolesar, Gail Collier

Session Lead: Laura Lannom

Narrative/Description: HR balances payroll, taxes, benefits, and deductions and prepares documentation for Accounting such as child support, tax payments, prepaids, and check requests. Payroll runs labor cycle and creates feed file, HRFRFL.ebc425.seq. OIT prints labor summary report and HR prepares payroll voucher and delivers to Accounting. OIT changes format of HRFRFL.ebc425.seq, line sequential to record sequential, to feed to FRS before the night work. Accounting uses HR documentation to enter check requests and prepaids for deductions, benefits and taxes in FRS and processes checks. Accounting prepares journal entry to clear state benefits from state benefit accounts and payroll clearing accounts to the payroll bank account. Assistant Controller prepares wire transfer from General Operating Fund to payroll bank to cover payroll.

Electronic Inputs: Payroll feed file from HRS to FRS (HRFRFL.ebc425.seq)

Manual/Paper Inputs: Check requests and prepaids, payroll voucher, payroll account summary from Labor by account (EBC440), Labor summary (EBC425), Employee deductions (EBC345)

Key Decision Points (list all): Payroll must balance before feed is created, Payroll feed must process to FR before month end close

Related Policy(s): Budget, Pay Plan

Interface to Other Systems: HRS to FRS, USAS

Web Features: No

Electronic Outputs: Wire transfer

Manual/Paper Outputs: Benefit and deduction checks, FRS journal entry

Customer(s): HR, Accounting, and Check recipients

Regulatory Items: State Payroll Accounting Guidelines

Frequency/Volume: Twice monthly payrolls plus extra, supplemental, voids and reallocations

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Potential Break Points: System down, Technical support staff available is critical to timing, HR restores required due to data corruption , Benefit & deduction checks not prepared timely

Automation: HR feed file processed through night work.

Issues: HR reallocation feed does not balance in FR, HR Recast program does not produce feed; Deduction and benefits checks need to be automated, account number changes.