

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: USAS Interface - Payroll

Date: September 8, 2005

Time: 3:30 pm

Location: ACR207

Participants: John Young, Carolyn Todd, Laura Lannom, Oscar Jimenez, Corina, Nieves, Liliana

Session Lead:

Narrative/Description: HR processes vendor changes and requests OIT to transmit TPIS file to State. OIT transmits file to State. HR processes payroll in HRS system which creates USAS file. HR notifies OIT that payroll is ready for transmission. HR specifies if file is “staff/faculty” payroll. If “staff/faculty”, OIT manually changes the effective date on the payroll file before submitting to the state. OIT appends file with daily USAS file after any changes have been made. OIT sends the file to the state. Submission process is same as USAS daily AP file except that payroll batch can be pre-released in USAS.

Electronic Inputs: email requests, load files

Manual/Paper Inputs: none

Key Decision Points (list all): Is the payroll faculty/staff? Is payroll the first of the year?

Related Policy(s): USAS cutoff is 2pm.

Interface to Other Systems: HRS, USAS

Web Features: none

Electronic Outputs: load files

Manual/Paper Outputs: USAS HR ‘greenbar detail report’

Customer(s): employees

Regulatory Items: employees should not be paid before payday

Frequency/Volume: twice per month

Potential Break Points: HR adds vendor after TPIS file is transmitted, Network down for transmission, USAS down for transmission, errors in transmission, rejections from USAS, HRS payroll not processed timely, no available budget at State for payroll and/or benefits, salary bank not assigned to account in FRS.

Automation: transmission of file

Issues: First payroll of the new FY year must have the date changed in the feed file. This process is usually forgotten.