CU Payroll Data Entry
Log into PeopleSoft Human Resources:

- Open browser
- Go to: https://cubshr9.clemson.edu/psp/hpprd/?cmd=login

- Enter your Novell ID and Password
- Click Sign In

A. Paysheets are created by the Payroll Department.

B. The Payroll Department emails all approved users that paysheets are available by Monday 10:00 AM.

C. Department Administrators have access to Payroll Data Entry until Wednesday 3:00 PM. Budget Center Administrators have access to Payroll Data Entry until Thursday 11:00 AM. An email is sent to each group informing them of this cut off time.

D. Paysheets can still be viewed in PeopleSoft until they have been confirmed (paychecks are cut). Lag paysheets are confirmed first (Thursday), then current paysheets (Friday).

Steps for Completing Payroll Data Entry:

1) Run CU Paysheet Report – use as worksheet for entering payroll. *(Refer to directions on pages 3-6)*

2) Department/Budget Centers enter information. *(Refer to directions on pages 7 – 11)*

3) Run CU Paysheet Report when finished to verify data entered and to submit to Budget Centers with signatures, if needed. *(Refer to directions on pages 3-6)*

4) Budget Centers verify information entered by Departments

5) Once paychecks are confirmed (paychecks are cut), the PAY_SHEET_FOR_DEPARTMENT_USE query can be run (Monday morning of paycheck week). This will show all that was processed and all to be paid through Payroll. One last check and balance for any necessary corrections. *(Refer to directions on pages 11-13)*
Run CU PaySheet Report

- Run the CU PaySheet Report to use as a worksheet before entering time. The CU Paysheet Report allows a user to view all Employees and Employee pay information that he/she has security access.

  - Navigation: Payroll for North America > Payroll Processing USA > CU Payroll Processing > CU PaySheet Report

  - The first time you run the CU PaySheet Report, you must click the tab **Add a New Value** to enter a **Run Control ID**. Run Control ID, is anything you would like (EX: Initials, date, etc.). Once you enter a Run Control Id, you will not be required to enter another one, unless you would like a different one.
Below is the page received when Run Control ID has been added (Report Request Parameters). If you leave all fields blank, the report will have all departments, all paygroups, all OK to Pay and all records whether updated or not that you have security access to view. Reports may be individualized by inserting data in one or all of the fields. See multiple ways below for running the report. Once your report request parameters have been defined, click the Run button to start report request.

- Select Server Name, PSUNX, if the field is blank. Place check mark beside PaySheet Report and click OK.
To view report results, click **Process Monitor**

- Click the Refresh button until **Run Status** is “Success” and **Distribution Status** is “Posted”. When the run status and distribution status has completed, you may click Details at the end of the row to view report results.
- Click View Log/Trace and the PDF file (pay604cu) to view results

**Process Detail**

<table>
<thead>
<tr>
<th>Process</th>
<th>Instance: 470423</th>
<th>Type: SQR Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: PAY604CU</td>
<td>Description: PaySheet report</td>
<td></td>
</tr>
<tr>
<td>Run Status: Success</td>
<td>Distribution Status: Posted</td>
<td></td>
</tr>
</tbody>
</table>

**Run Control ID:** KSM

**Location:** Server

**Server:** PSUNIX

**Recurrence:**

**Date/Time**

- Request Created On: 03/16/2011 10:48:45AM EDT
- Run Anytime After: 03/16/2011 10:49:41AM EDT
- Began Process At: 03/16/2011 10:49:06AM EDT
- Ended Process At: 03/16/2011 10:49:19AM EDT

**Update Process**

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

**Actions**

- Parameters
- Transfer
- Message Log
- Batch Timings
- View Log/Trace

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**File List**

<table>
<thead>
<tr>
<th>Name</th>
<th>File Size (bytes)</th>
<th>Datetime Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQR_PAY604CU_470423.log</td>
<td>1,732</td>
<td>03/16/2011 10:49:19.000000AM EDT</td>
</tr>
<tr>
<td>pay604cu_470423.PDF</td>
<td>1,612</td>
<td>03/16/2011 10:49:19.000000AM EDT</td>
</tr>
<tr>
<td>pay604cu_470423.out</td>
<td>279</td>
<td>03/16/2011 10:49:19.000000AM EDT</td>
</tr>
</tbody>
</table>

- Sample of the report

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**CU Payroll Data Entry**

- Report ID: pay604cu

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03/16/11
Enter data in CU Payroll Data Entry in PeopleSoft

- Departments/Budget Centers enter information in CU Payroll Data Entry pages (paysheets) using the CU PaySheet Report as the worksheet for entering data. Payroll Department will also begin entering special pays, insurance refunds and charges. These entries can be seen by Departments/Budget Centers.

- Navigation: Payroll for North America > Payroll Processing USA > CU Payroll Processing > CU Payroll Data Entry
  - Enter the appropriate information and click Search. You can leave all fields blank or search for a specific Pay Group, specific department and/or specific person.

- Select the first person to enter Payroll information data.
For Annual paid employees, if there has been no activity, then payroll should match the previous payroll. Make sure to verify that salary is correct. The “OK to Pay” comes in already checked.

Bi Weekly Rate should match Reg Salary. If a raise occurs in the middle of a pay period, the Bi Weekly and Reg Salary may not match. To eliminate a special pay, update the Reg Salary information to match the Bi Weekly, providing Database and Records Management Department in HR has approved. Meaning they have updated Job Data Record with new salary. Updating Reg Salary section can be done by highlighting the current figure and typing new salary to match the Bi Weekly Rate. **Keep in mind, this can only be done if the change is for a “full” pay period. **
You can click the “Edit Code” to temporarily edit account code string. If the new account code string is a permanent change, it must be corrected on the Job Data record.

If you should need to insert a row to add multiple account code string, other earnings, etc., make sure you are on the correct page to enter the data. Account code section will be blank.

To insert a new Account Code String Row

To insert a “Other Earnings” Row
o Never delete the **Reg Earnings** row if employee is in a no pay status for any reason. If in a no pay status, uncheck “Ok to Pay” and delete salary from the Reg Salary field.

![Image of CU Payroll Data Entry]

o For a better audit trail, do all adjustments in the **Other Earnings** section. (Example) – Annual paid employee’s adjustments can be entered in Other Earnings as a negative in either the Hours (-3.00) or Amount (-200.00) section.

**Annual Salary Adjustment Example Using Negative Hours**
An hourly paid employee may need an adjustment due to overpay in a previous pay period. For a better audit trail, do all adjustments in the **Other Earnings** section. Adjustments for hourly employees can only be done in the Hours section.

### Hourly Example with Negative Hours

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Hours Being Paid</th>
<th>Overpaid Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, Jane</td>
<td>20.00</td>
<td>-10.00</td>
<td>-200.00</td>
</tr>
</tbody>
</table>

Correction of overpaid Hours from a previous pay period.
Hourly (12H) employees will only have hours field displayed. 80 is the highest value to be entered in the hour’s field for any 1 earnings code.

**Only** FLSA codes Nonexempt and No FLSA employees are eligible for overtime. This indicator is located in the top right corner of the data entry screen. If you receive an error message regarding eligibility for overtime, look at the message compared to the FLSA code for the employee to help with resolution.

*OTA* (Overtime Pay) is only allowable for employees with standard hours of 37.5.

“OTP” (Overtime Pay) is allowable for employees with standard hours other than 37.5.

Insert a row, use appropriate account code for OTA and OTP (ex: classified 5003, student 5149). Make sure this is entered in the Other Earnings Section.
RUN CU Paysheet Report to verify data entered *(Refer to directions pages 3-6)*

**Running Pay Sheet Query**

- Once Payroll has been confirmed (paychecks have been created), neither the Pay Sheet Panel nor the CU Paysheet Report are available in CUBS. However, the **Pay_Sheet_for_Department_Use** query is available. Please run this query Monday morning of payday week to verify no errors were made in data entry. If errors are found, submit a “Request for Off-Cycle Payroll Check” form located on the Human Recourses web page  
  [www.clemson.edu/employment > HR Professionals > HR Forms > form is located under Payroll section]  to have Payroll Department make the corrections.

- This is a Public Query; please do not change the public query. Always save as a private query before making any changes. Once query is saved as a private query, you can modify the criteria in any way needed.

- **Navigation:** Reporting Tools > Query > Query Manager
  - Enter all or partial of Query Name and click search
  - You can open the query to save as your Private by clicking the Edit button or you can run the query by either clicking HTML or Excel
When you run the query you will be prompted for the **Paycheck Issue Date**. Type or select date from calendar and click **View Results**.

Pay Sheet query results – You can download to an Excel Spreadsheet.

<table>
<thead>
<tr>
<th>ID</th>
<th>Empl Rcd#</th>
<th>Name</th>
<th>Location</th>
<th>Check Dept</th>
<th>Group</th>
<th>Check #</th>
<th>Check Dt</th>
<th>DeptID</th>
<th>Earn Code</th>
<th>Oth Hrs</th>
<th>Oth Py</th>
<th>Oth Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td>12L</td>
<td>12H</td>
<td>03042011</td>
<td>REG</td>
<td>0.00</td>
<td>3086.13</td>
<td>3086.13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>0</td>
<td></td>
<td></td>
<td>12H</td>
<td>12H</td>
<td>03042011</td>
<td>REG</td>
<td>1.74</td>
<td>00.00</td>
<td>1245.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td></td>
<td></td>
<td>12H</td>
<td>12H</td>
<td>03042011</td>
<td>REG</td>
<td>13.13</td>
<td>00.00</td>
<td>80.48</td>
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</tr>
<tr>
<td>4</td>
<td>0</td>
<td></td>
<td></td>
<td>12H</td>
<td>12H</td>
<td>03042011</td>
<td>REG</td>
<td>2.63</td>
<td>00.00</td>
<td>18.73</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
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<td></td>
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<td>REG</td>
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<td></td>
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<td></td>
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<td></td>
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<td>939.01</td>
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<td></td>
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<tr>
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<td></td>
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<td>12A</td>
<td>03042011</td>
<td>REG</td>
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<td>239.91</td>
<td></td>
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<td>12A</td>
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<tr>
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<td></td>
<td></td>
<td>12A</td>
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<td>REG</td>
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<td>1769.87</td>
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<td></td>
</tr>
<tr>
<td>13</td>
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<td></td>
<td></td>
<td>12L</td>
<td>12L</td>
<td>03042011</td>
<td>REG</td>
<td>0.00</td>
<td>348.99</td>
<td>348.99</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Download results in **Excel Spreadsheet** or **CSV Text File** (4942 kb).
Summary

- Paysheets are created by HR Payroll
- An Email will go out informing all approved users that paysheets are available by Monday 10:00 am.
- Departments should run the CU Paysheet Report to use as a worksheet before entering time.
- Departments/Budget Centers enter information. HR can also begin entering special pays, insurance refunds and charges. These entries can be seen by Departments/Budget Centers.
- Departments should run the CU Paysheet Report when finished to go to their Budget Center with signatures, if needed.
- An Email will go out informing all approved users that paysheets will no longer be accessible except for view only for departments after Wednesday 3:00 pm.
- Access will be taken away from departments only by Wednesday 3:00 pm.
- Budget Centers check information entered by departments.
- An Email will go out informing all approved users that paysheets will no longer be accessible except for view only for Departments and Budget Centers after Thursday 11:00 am.
- Access will be taken away from Budget Centers by Thursday 11:00 am.
- Paysheets can still be viewed in CUBS until they have been confirmed (paychecks are cut). Lag paysheets are confirmed first (Thursday), then current paysheets (Friday).
- No history will be available in paysheets.
- Once confirmed (paychecks are cut), the PAY_SHEET_FOR_DEPARTMENT_USE query can be run (Monday morning). This will show all that was processed and all to be paid through Payroll – not what was posted to Financials.

Tips

- You must obtain timesheets before paying an hourly employee.
- Watch for pre-populated hours due to Job Data changes.
- Start process by running CU Paysheet report. Use this report to verify hours against timesheets.
TIPS Continued

- For annual paid employees, review your reports and totals. If there has been no activity, your annual should match the previous payroll.

- Highly recommend running a full report upon completion for filing purposes and for final review.

Notes/Reminders

- Hourly (12H) employees will only have hour fields displayed.

- 80 is the highest value to be entered in the hour’s field for any 1 earnings code.

- Upon adding a row, the Account Number will be blank.

- Do not delete a row on the Regular Earnings line.

- Only unconfirmed pay-lines that a person has access to will be available to them. Records will sort by paygroup, department number and name.

- Only STO, OTA, OTP, REG, RGS, RGT and LTS earnings codes are available for other earnings.

- Earnings codes other than STO, OTA, OTP, REG and LTS will come in as display only. Please do not delete any grayed out earnings codes.

- Insurance refunds will also be processed while departments are keying. You may see lines for employees you know are terminated. These lines should have no hours or amounts. Do not do anything to these records.

- Cannot use RGS and RGT with other earnings codes – error message please call payroll.

- Only FLSA Nonexempt and No FLSA are eligible for OTA, OTP, STO and LTS.

- For Standard Hours = 37.5 eligible for OTA only, otherwise eligible for OTP.

- Work study edits – work study accounts (5152) require a 75% Fed (class 252) /25% non-work study split. The 25% can be split over multiple accounts within 5152.

- Pre-populated hours will appear for 12H employees if activity in job data occurred during the pay period. Make sure to verify that all hourly employees have the hours intended by the submitted timesheets.
### Earnings Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTS</td>
<td>Late Time Sheet</td>
<td>LTS is only available for 12H (hourly) and non-exempt employees. This code can be used to pay a timesheet employee for a previously missed timesheet. Up to 80 hours can be keyed using LTS. If you have more than 80 LTS hours, you must submit ALL hours via special pay.</td>
</tr>
<tr>
<td>OTA</td>
<td>Overtime Pay – 37.5 Std Hours</td>
<td>*OTA is only allowable for employees having 37.5 standard hours. The employee MUST work 40 hours to receive overtime. You will receive an error message if you try to use the OTP code. (Note: 37.5 is used to derive the hourly rate, which is why the employee must still work 40 hours to receive OT pay).</td>
</tr>
<tr>
<td>OTP</td>
<td>Overtime Pay</td>
<td>*OTP is allowable for employees with standard hours other than 37.5. The employee MUST work 40 hours to receive overtime. You will receive an error message if you try to use the OTA code.</td>
</tr>
<tr>
<td>REG</td>
<td>Regular</td>
<td>Regular earnings. Cannot exceed 80 hours.</td>
</tr>
<tr>
<td>RGS</td>
<td>Regular Pay 1042 – Student</td>
<td>International employees with RGS/RGT earnings types can ONLY receive RGS or RGT type pay in order to properly meet their International Tax Treaty requirements. Many edits have been added to the new entry panels to ensure proper data entry for these employees. If an employee has RGS or RGT earnings type in their Job Earnings Distribution panel, they will come in pre-populated to the data entry panels. The earnings will appear in the Other Earnings section. Data can only be keyed in the “Other Earnings” section for these employees. Error messages will occur if earnings are keyed in the Regular Earnings section or if any other earnings type is keyed.</td>
</tr>
<tr>
<td>RGT</td>
<td>Regular Pay 1042- Teaching</td>
<td></td>
</tr>
<tr>
<td>STO</td>
<td>Straight Time Over 80</td>
<td>STO is allowable for any employee eligible for overtime. STO is given when employees have to work greater than 40 hours in a workweek due to vacation, sick, holiday, etc. An example would be during a work week with a holiday; an employee works 35 hours and receives 8 hours holiday pay, for a total of 43 hours = 40 Regular and 3 STO hours.</td>
</tr>
</tbody>
</table>

- *Only FLSA codes Nonexempt and No FLSA employees are eligible for overtime. This indicator is located in the top right corner of the data entry screen. If you receive an error message regarding eligibility for overtime, look at the message compared to the FLSA code for the employee to help with resolution.

- Finance has created specific account codes for certain earnings types:
  - Classified Employees - 5003 Overtime (and/or over 80)
  - Student - 5149
Data Entry for these earnings codes:

- Payroll for North America > Payroll Processing USA > CU Payroll Processing – CU Payroll Data Entry
- At this panel, you can press <Enter> to call up the entire Budget Center, key in a specific pay group, key in a specific department, or key in a specific person
- Once you are in a person’s record, click on the “+” sign to insert a row in the regular earnings section, enter the appropriate account number. Then under “Other Earnings”, select the appropriate information using the code above.

Error Messages will appear if:

- Earnings codes RGS, RGT and REG cannot be used together on the same person. Reg hrs and Reg amt Earnings (middle part of panel) are considered REG.
- Hourly (12H) employees cannot have REG/RGT/RGS hours sum up to over 80.
- Annual employees cannot have REG/RGT/RGS amounts exceed the biweekly rate.
- If amounts or hours are keyed, there needs to be an account code.
- Cannot have both hours and amounts on same record (Annuals).
- Must have amount if there is an earn code.
- Error if amount is entered for OTA, OTP and STO. Must enter hours.

Warning Messages will appear if:

- If total REG/RGS/RGT hours are greater than Bi-Weekly hours.
- If total REG/RGS/RGT amount is less than Bi-Weekly rate (not on hourly).