



Payroll Keyer Tips for Success

Panel Overview:

This page is designed to be helpful tips for all Payroll Keyers to be set up for success. This panel will be updated each year based off experiences and changes from the previous year.

Expert Tips:

- Log into Time and Labor in PeopleSoft at least 3 times a week to keep things up to date, check for errors, and make any needed corrections/additions.
 - Reconcile your subs every day in AESOP (*It will load into PeopleSoft the next business day once reconciled*)
 - Always check your subs for errors first in PeopleSoft Time and Labor – your school having errors on the sub can hold up another school from submitting their time.
 - Always check leave balances for employees before you enter that time to make sure they truly do have it available
 - Remember with Salary/Contract employees if you do not enter leave time on a day you are saying they were at work that day
 - Payroll cannot advise on Chartfields, you must work with the Budget office for those questions
 - Extended Responsibility is due the 12th of the Month and it is very important it starts on the employee's first check. Do not wait until the deadline to start working on this as there is an approval process that can take time.
 - Once you start entering unpaid time for an employee who has exhausted all their leave balances email benefits immediately to let them know, also as a courtesy email the employee to advise them so they can be aware they are out of leave balances and will have unpaid time.
 - Only use Workers Comp Leave when you have been notified it was approved by the Risk Dept.
 - Use your resources within the Pepper Training as well as on the Payroll Department Website. Also be sure to set up one on one training with your Payroll Specialist for additional help if you need.
 - It is very important to go to the annual Secretary Training each year and attend the Payroll session. There is training on new and updated procedures as well as any important Payroll changes.
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