

Weekly Update

August 25, 2015

Subject: Payroll Gate Lift Policy

Audience: HR Directors, Payroll Administrators

Overview

In January of each year, the ability to make changes to employee records is restricted. This restriction is called “closing the gate,” which means that retroactive changes with an effective date prior to 12/02 of the previous calendar year are automatically blocked. For any change to occur to an employee record after the payroll gate is closed, a special request must be submitted via a Help Desk ticket. This process is known as asking for the “gate to be lifted.”

Because the system is date driven, lifting the payroll gate triggers retroactivity in payroll back to the earliest effective date of any change made in the system. A retroactive correction is a change that is made to an employee record with an effective date of a previous payroll period. This retroactivity can potentially cause errors that affect the entire state’s payroll, including the pay for the employee whose record is changed.

Purpose

The purpose of this policy is to describe guidelines that agencies should follow when there is a need to adjust an employee record. This policy is a reference for judging whether or not a request to have the gate lifted can be fulfilled.

Guidelines

In order to help ensure clean and efficient payroll runs for the state, effective September 1, 2015, the only reasons that the payroll gate will be lifted to make retroactive corrections in SCEIS are as follows:

- To satisfy a grievance requirement
- To meet a legal requirement

The payroll gate will not be lifted to remediate, change, or mitigate the following:

- Correct a leave entry
- Clear a time collision
- Clear missing time
- Correct negative leave balances
- Change action reason codes
- Make adjustments to salary, overtime or premium pay
- Change position funding
- Change an employee subgroup

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Tools and Supporting Documentation

In addition to appropriate research to determine the cause of the issue, the following tools should be used by the agency to address situations involving time, leave balances, salary, and position funding:

- Quota corrections
- Pay corrections
- System notes

For more information on these tools please access the UPerform Link for user guides at <https://upperform.sc.gov/gm/cabinet-1.25.501>.

If you have questions about this information, please contact the SCEIS Help Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at <http://www.sceis.sc.gov/requests/>.