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To: Agency Human Resource, Payroll, and Finance Personnel

From: Statewide Accounts Payable/Payroll Division

Subject: Central Payroll Procedures

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The Comptroller General/SCEIS payroll calendar is attached for agency use. To assist agency HR/Payroll staff and employees using MySCEmployee with dates and times the systems will be available, the bullets below represent Central State Payroll (CSP) production payroll jobs.

The attached calendar is color coded for pay dates and dates the CG/SCEIS production jobs are running.

- Dark Green represents regular pay days.

- Green represents off-cycle payroll runs which may include, but are not limited to, missing employee pay, additional employee pay, or cancelled payrolls. Off-cycle payrolls are subject to approval by the Comptroller General's Office.

- Blue represents the date CSP sets the control record for the pay period currently being processed . The system and portal will be unavailable to agencies and employees from 11:00 am – 1:00 pm. At this time the first payroll calculation is run which produces gross to net calculations. The system and portal are then unlocked and released for agencies and employees to make corrections or enter more data. Financial (FI) simulations are run after the gross to net results have been updated. Agency representatives are then notified by e-mail of any payroll or FI errors which need to be corrected by the agencies. At this time agencies can also begin to run the Wage Type Reports and perform simulations on individual employees.

- Light Blue represents subsequent production calculation runs by CSP for any new, updated or corrected information. The system and portal will be unavailable to agencies and employees from 11:00 am – 1:00 pm. The process on these days is the same as in the previous bullet.

- Red represents the day(s) CSP must complete the payroll process and create ACH and check files for the State Treasurer. All errors must be corrected before we can exit the payroll. Therefore, in some situations we may need both of these days. The system and portal will be unavailable until we can exit the payroll. If all errors are corrected before the first date indicated in red, then we can complete the payroll process and the system becomes available to all users.

During the times the system and portal are locked, certain time and payroll information will be unavailable in the Enterprise Core Component (Production ECC) and MySCEmployee. During these times employees will be able to enter hours worked and submit leave requests for the current and/or future pay periods. However, HR/Payroll agency staff through ECC or employees through MySCEmployee will not be able to enter leave for the pay period currently being processed, or change banking information, personal information (ex. address), voluntary deductions or savings bonds.

It is important to remember that these are routine CSP processes that must be run for each pay period.

Between payroll production runs, agencies should run missing infotype reports and missing and unapproved time reports. CSP will also run these reports during these times and send e-mails as reminders to agencies and employees that time needs to be entered and/or approved.

Reminder of Partial Pay and Leave without Pay (LWOP) Calculations:

This will confirm the following items that were part of SCEIS training.

In SAP payroll, the method of calculation of LWOP is the number of hours of LWOP X employee's calculated hourly rate.

For partial pays, the basic method of calculation has not changed. However, SAP uses hours instead of days for the calculation.