

Title: Master Pay Certification-MPC
Department: Financial Services - Payroll
Effective Date: May 9, 2023

PURPOSE

The Master Payroll Certification (MPC) is the process of authorized department Approvers certifying the accuracy of salaried employees scheduled to be paid for a given pay period. This includes number of days being paid and job information being certified to generate pay.

RESPONSIBILITY

Process Prerequisites/Assumptions:

Prerequisite/Assumption	Detail
Campus Users	This business process guide is intended for campus staff that uses Master Payroll Certification.
Security	Users have access to Master Payroll Certification according to their respective Master Payroll Certification functions: Reviewer and Approver.

The Master Payroll Certification process complies with the State Administrative Manual requiring state agencies to maintain records of certification or approval for each salaried employee during each pay period. These records must be approved by authorized department Approvers, which indicates fiscal responsibility by the department budget for this payroll activity. Master Payroll Certification may impact the issuance of payroll warrants (pay checks) and is subject to State and local audits. Certification or approvals are required to be completed by the deadlines listed on the **University Payroll Calendar**. If certifications are not completed by deadline, salaried employee pay may not issue, or may not issue correctly.

Certification or approval of Master Payroll is the process of approving both attendance (number of days) and job information for each employee by authorized department Approvers for each pay period. This is a process that is different and separate from Time and Labor and Absence Management, which is record-keeping and approval of hourly paid time or leave time.

PPM MPC Reviewers and Approvers must evaluate MPC for accuracy, approving only those rows of information that are correct. Approvers cannot self-approve (or self-certify), therefore there must be at least two Approvers for each department ID.

Both runs require attention by both the Reviewer and the Approver. After the Final Run, there is one business day to complete the certification process and submit any exception information to Payroll.

The MPC process for a specific pay period culminates when payroll issues for those employees for which Master Payroll Certifications were approved by their designated departments.

Reviewers & Approvers can access the MPC page through the myCSUN portal Employee page.

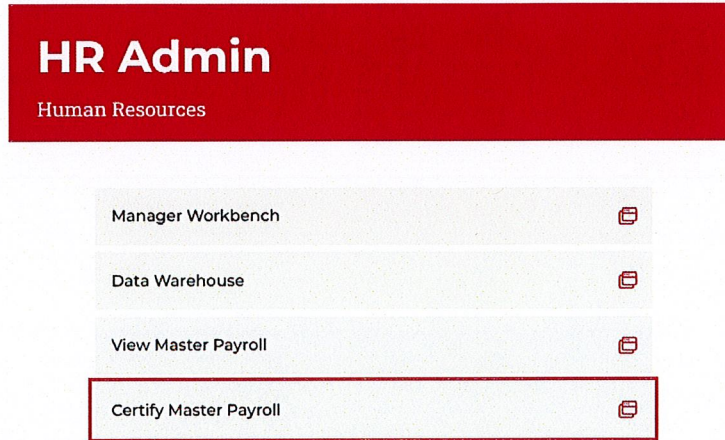
Navigation: *myCSUN > employee/hr_admin*

Reviewers use the *View Master Payroll* link.

Approvers use the *Certify Master Payroll* link.

PROCEDURES

1. Access the **Certify Master Payroll** link by your **CSUN Portal > HR > HR Admin**. Click the appropriate link for your access as Reviewer (View Master Payroll) or Approver (Certify Master Payroll).



2. Enter a specific Department ID (in the field labeled Group ID) and pay period end date, then click the yellow Search button and the MPC page will display.

If the end date is unknown, leave blank and click on Search for a list of Pay Period End Dates. Click the desired date and the MPC page will display.

Certify Master Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit: begins with ▼ NRCMP

Group ID: begins with ▼

Pay Period End Date: = ▼

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-18 of 18 Last

Group ID	Pay Period End Date
10013	05/01/2023
10014	05/01/2023
10016	05/01/2023
10017	05/01/2023

- Verify the page is the Initial or Final Run by reviewing the Run Date.

The top section entitled CSU Certify Master Payroll includes the run date, which corresponds with the Initial Run or Final Run from the University Payroll Calendar.

Office of Human Resources 02.29

Pay End Date: 09/30/2008

CSU Certify Master Payroll Find | View All First 1 of 2 Last

Run Date: 09/12/2008


Filtering Options

Standard Certified Comments

Non-Standard Not Certified

Customize | Find | View All | First 1-15 of 38 Last

Correct	EmpID	Rcd	Name	DeptID	Job Code	Standard	FTE	Time Base	Hours Worked	Hours Docked
1	102619034	0	Bark, Marie A G	10014	1101	Y	1.000000			

- Open the desired tab (MPWA Data, Comments, or both using the expansion icon , and choose your viewing option (view all, or in groups of 15).
- Evaluate each column of information per employee for accuracy, including whether the employee should receive a full or "standard" pay warrant which is a full month's pay.
- Add comments in the open comment box when NOT approving, or to alert Payroll to additional information. Click on the Comments tab, or the expansion icon to display the comment field.

Correct	EmpID	Rcd	Name	Comments
1	102619034	0	Akins, Troy	last day in HR is 1/16/09; will start in Chicano Studies 1/19/09

- If satisfied with information displayed, Approvers must check mark the column labeled Correct for each employee. If the information is not correct, do not check mark the column labeled Correct.
 - If ALL employee information is correct, Approvers may use the yellow Certify All button at the bottom of the page. **CERTIFY ALL**
 - Use the **DESELECT ALL** button to clear or undo the approval for all employees.
 - SAVE** entries by clicking the yellow Save button. **SAVE**

Exceptions

Any displayed MPC information that is NOT accurate as of the current month is identified as an exception.

Approvers are not to approve any employees whose data is not accurate. Common inaccuracies include: terminated employees, employees on unpaid leave status, and/or assignment changes. Additionally, employees not reflected on the MPC will need to be submitted via MPC Exception Form.

- For employees who are not included on the MPC page and should be certified for payment, please complete the **Master Payroll Certification Exception Form** which can be found in your **CSUN Portal > HR > Forms & Policies**.

Forms & Policies

Human Resources

Find a Form	
Policies & Procedures	
Tax Withholding Change	
Work Schedule Change	
Pay Period Adjustment <small>Only available to Managers and Timekeepers</small>	
Master Payroll Certification Exception Form <small>Only available to users with MPC access</small>	

Exceptions require the departments to enter brief explanations within the module in available comment boxes on the MPC display page.

In the example below, the Approver did NOT certify this employee's information because the display indicates the employee worked 16 days, but the department records reflect only 15 days worked. Payroll will review this comment, and contact the department to clarify the proper pay this employee is to receive.

	Correct	EmpID	Rcd	Name	DeptID	Job Code	Standard	FTE	Time Base	Days Worked	Hours Worked	Hours Docked	Comments
1	<input type="checkbox"/>	102721008	0	Akins, Troy	10088	1035	N	1.000000		16			Worked 15 days

- Employees whose names are **NOT** reflected on the display page and are expected to be paid require completion and submission of the **MPC Exception Form** (*above-which can be found in your CSUN Portal > HR > Forms & Policies*). The completed form is processed through a workflow in OnBase and routed to the appropriate Payroll Technician in Payroll Administration (x5870).

Pay Period and Department									
Pay Period Month * 02		Pay Period Year * 2023							
Department Name * CUSTODIAL-8291-10020						Dept ID * 10020			
Exceptions									
CSUN ID *	Empl Rcd # *	Last Name *	First Name *	Dept ID *	Job Code *	Job Title *	Timebase *	MPC Explanation *	MPC Certified? (payroll use only) *
120022985	0	MARTINEZ	LORENA	10020	2010	CUSTODIAN	1.000000	New EE Started on 2/20/23	
120022972	0	RIVERA	AARON	10020	2010	CUSTODIAN	1.000000	New EE Started on 2/20/23	
120022933	0	QUINTANILLA	EDWIN	10020	2010	CUSTODIAN	1.000000	New EE Started on 2/20/23	
MPC Certifier Approval									
MPC Certifier CSUN ID * 000149959									
MPC Certifier Full Name * JONATHAN NAVARRO			MPC Certifier Preferred Name * Jonathan Navarro			MPC Certifier Email * JONATHAN.NAVARRO@CSUN.EDU			
MPC Certifier User Name * JN71077			MPC Certifier Has Portal Role? * YES						
MPC Certifier Action					MPC Certifier Action Date				
Submitter Information									
Submitter Full Name Laura Lau			Submitter Preferred Name Laura Lau			Submitter Email LAURA.LAU.PHUNG@CSUN.EDU			
Submitter CSUN ID 009042621			Submit Date 02/22/2023						

Electronic MPC Exception Forms are to be retained within the department for a period of four years.

onbase.csun.edu/AppNet22Forms/UnityForm.aspx?key=UFKey

MPC Certifier CSUN ID: This field is required. One of the read only, required fields did not populate. Please check the MPC Certifier CSUN ID you entered. The MPC Certifier you entered does not have access to approve MPCs for the department you entered.

CSUN ID: This field is required. One of the read only, required fields did not populate. Please check the CSUN ID you entered. An MPC Certifier cannot approve their own exceptions. Please use another MPC Certifier for this department or remove.

CSUN HUMAN RESOURCES

Master Payroll Certification (MPC) Exception

Use this form to report monthly master payroll transactions missed during the regular MPC cycle. Submit this form on or before the monthly "Payroll Cutoff" date (refer to [University Payroll Calendar](#)).

Pay Period and Department

Pay Period Month * Pay Period Year *

Department Name * Dept ID *

Exceptions Add

CSUN ID *	Empl Rcd # *	Last Name *	First Name *	Dept ID *	Job Code *	Job Title *	Timebase *	MPC Explanation *	MPC Certified? (payroll use only) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Remove

MPC Certifier Approval

MPC Certifier CSUN ID *

Clear MPC Certifier Info

MPC Certifier Full Name * MPC Certifier Preferred Name * MPC Certifier Email *

MPC Certifier User Name * MPC Certifier Has Portal Role? *

MPC Certifier Action MPC Certifier Action Date

Submitter Information

Submitter Full Name Submitter Preferred Name Submitter Email

Laura Lau Laura Lau LAURA.LAU.PHUNG@CSUN.EDU

Submitter CSUN ID Submit Date

00904221 05/03/2023

By clicking Submit, I certify under penalty of perjury that I am duly authorized by the herein named state agency to make this report and certification, that this report correctly reflects the attendance of the employees in this reporting unit for the pay period indicated.

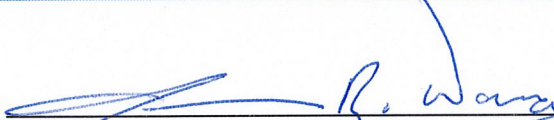
MPC Certifier must have NRHR MPC Update Portal role for the department listed above. Enter a different Certifier.

Submit

REFERENCES

- <https://www.csun.edu/payroll/master-payroll-certification-user-guide>
- <https://www.csun.edu/payroll/payroll-calendars-schedules>

APPROVED


 Jason R. Wang, Senior Director

05-10-23
 Date

APPENDIX