

as of October 1, 2015

Task	Assoc. Director (Teresa Loren)	Payroll Coord. (Roscio Ponce)	Payroll Assist. (Gayle Kelley)	Student Assist. (N.N.)	Process	Critical	Important	Regular	Nice to have	Other Consid.
						Cr	Imp	Reg	Nth	
1. Daily										
1.1 Maintenance ADP Payroll Database										
1.1.1 New Hires										
- Verify information entered by TUC-Human Resources		F	F		A		Imp			
- Enter 'Direct Deposit' information		F	F	F	A			Reg		
- Establish access to 'E-Time'		F	F		A			Reg		
- Verify applicable Fringe Benefit Rate		F	F		A		Imp			
- Verify correct ADP Code		F	F		A		Imp			
- Enter W-4 (Federal) and DE-4 (State) Tax Withholding Information		F	F		A			Reg		
1.1.2 Input Change of Status										
Verify Differences in Payrates between timesheet and ADP		F	F		A		Imp			
Verify Change in Job Title, ADP Code,		F	F		A			Reg		
Adjust percentage allocation to various projects/departments		F	F		A		Imp			
Adjust benefit and parking deduction		F	F		A			Reg		
1.2 Extraordinary Payments										
1.2.1 Separating Employees										
Prepare final paycheck		F	F		A	Cr				
Approve final paycheck	F				M	Cr				
Verify Inactivation of Employee from ADP		F	F		A			Reg		
Remove Employee from eTIME		F	F		A			Reg		
1.2.2 Current Employees										
Calculate manual payments for late submitted payroll information		F	F		A		Imp			
Prepare Check Request		F	F		E		Imp			
Approve extraordinary paycheck	F				M		Imp			
1.3 Customer Service										
Respond to emails, phone calls, in-person information requests		F	F	F	M			Reg		
1.4 Filing										
Filing New-Hire, Change of Status, Direct-Deposit, Termination, Benefits, Absence Reports				F	F			Reg		
Maintenance of Filing System				F	F			Reg		
2. Semi-Monthly										
2.1 Payroll										
2.1.1 Pre-Payroll Preparations										
Determine status of submitted timesheets for staff without ADP-record		F	F		M		Imp			
Verify hourly timesheets for accuracy and enter into ADP		F	F		M		Imp			
Verify salary payment requests and attendance sheets for accuracy and enter into ADP		F	F		M		Imp			
Verify and approve eTIME records and transfer to ADP		F	F		A		Imp			
Enter Faculty Payment Requests into ADP		F	F		A		Imp			
Enter retroactive increases or deductions into ADP		F	F		A		Imp			
2.1.2 Payroll Processing										
Verify preview of payroll register prior to final acceptance and transmission		F	F		A	Cr				
Approve payroll to be transmitted		F	D		A	Cr				
Transmit payroll to ADP		F	D		A	Cr				
2.1.3 Post-Payroll Activities										
2.1.3.1 Review/Approval										
Review and approve all changes to ADP	F				M		Imp			
Review/Approve payroll	F				M		Imp			
Verify time record and Sign off on all net-checks >\$5,000	F				M		Imp			
2.1.3.2 Physical Checks										
- Separate physical checks for distribution or mailing		D	F	F	M		Imp			
- Deposit physical checks at the front desk		D	F	F	M		Imp			
2.1.3.3 Payment Identification										
- Write check/voucher numbers on processed timesheets		F	F	F	M			Reg		
- Write check/voucher numbers on processed salary payment authorizations		F	F	F	M			Reg		
- Write check/voucher numbers on processed faculty payment requests		F	F	F	M			Reg		
2.1.3.4 Document Filing										
Provide copies of processed 'Faculty Payment Requests' to TUC-Sponsored Programs		D	F	F	M			Reg		
Provide copies of timesheets to TUC-Licensing		D	F	F	M			Reg		
Scan Processed Hourly Timesheets, Salary Payment Authorizations and Faculty Payment Requests; organize into digital files and email to project directors		D	F		E			Reg		
2.1.4 Fringe Benefits										
Import benefit accruals from ADP into eTIME		F	F		A			Reg		
2.1.5 Vacation Accruals										
Process vacation accrual and vacation taken reports for grants, Strength United, and TUC;		D	F		E		Imp			
Create (4) journal entries			F		E		Imp			
Upload (4) journal entries forward to Associate Director for posting		F			A		Imp			
2.1.6 Workers Comp										
Generate workers' compensation report and enter information on spreadsheet		D	F		E			Reg		
2.1.7 PeopleSoft										
Create (7) journal entries		F	D		E		Imp			
Upload (7) journal entries and forward to Associate Director for posting		F			A		Imp			
2.1.8 Flexible Spending Accounts										
Prepare spreadsheet of participants		F	D		A		Imp			
Initiate wiretransfer to intermediary (TAG)	F				A		Imp			
2.1.9 Remittance of Retirement Deductions										
Prepare spreadsheet of participants and contributions		F	D		E		Imp			
Verify against payroll deduction summary		F	D		E		Imp			
Upload file into Principal's website		F	D		A		Imp			
Approve the file for submission		F	D		A		Imp			

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	(Teresa Loren)	(Roscio Ponce)	(Gayle Kelley)	(N.N.)		Cr	Imp	Reg	Nth	
3. Monthly										
3.1 Fringe Benefit Insurances										
3.1.1 Health Insurance (CalPERS)			F		E			Reg		
Review and reconcile invoice										
Create journal entry after payment has been made by TUC-HR and forward to Associate Director for upload and posting			F		E		Imp			
3.1.2 Dental and Vision Insurance					E					
Review and reconcile invoices					E					
Generate Check Requests and submit to Associate Director			F		E		Imp			
Approve Check Requests and forward to AP for processing	F		F		M		Imp			
3.1.3 Retirement					E					
Review eligibility for retirement benefits (min 2 years, > 1,000 hrs)		F			E		Imp			
3.1.4 Life and Supplemental Insurances					E					
Review and create eligibility spreadsheet for Life Insurance (MetLife)		F			E		Imp			
Calculate Premium for Supplemental Insurance (Aflac)		F			E		Imp			
Generate Check Requests and submit to Associate Director		F			E		Imp			
Approve Check Requests and forward to AP for processing	F				M		Imp			
3.2 Payroll Escheat					M					
Receive list of uncashed checks from ADP			F		M			Reg		
Generate letters to employees with uncashed payroll checks;			F		E			Reg		
Follow up (2nd Request, Reissue Check)			F		E			Reg		
Report to State Controller's Office in October and remit amounts in June via UP-Exchange	(Cindy)				A		Imp			
3.3 Reporting					E					
Generate CES Report to US Bureau of Labor Statistics		F			E			Reg		
4. Annual										
4.1 End of Calendar Year										
Review W-2 Forms generated by ADP		F			A	Cr				
Mail out W-2 forms to employees			F		M	Cr				
Include Health Insurance Value into W-2 via extra payroll		F			A	Cr				
Reconcile Glacier and issue 1042-S Forms		F			A	Cr				
Enter Gross-Earnings and Tax Withholding into individual NRAT's tax records		F			A	Cr				
4.2 Beginning New Fiscal Year					M					
set up new payroll files for sponsored programs grants			F		M			Reg		
True-up estimate workers compensation premiums to actuals	F				E			Reg		
set up new file and spreadsheet for workers' compensation reports			F		E			Reg		
Complete QBI template for non-discrimination testing on the 403 (b) plan		F			E		Imp			
Complete auditor's template for Form 990 wages information (>\$100k)		F			E		Imp			
Create spreadsheet of all faculty payments		F			E		Imp			
Create pivot table and combine PS spreadsheet and send CSUN Payroll	F				E		Imp			
Audit Support activities related to payroll	F	F	F		M		Imp			
5. Other										
5.1 Adhoc Reporting										
Generate overtime reports for management		F			E			Reg		
Generate inactive employee report and forward to HR		F			E			Reg		
Generate >30hours/week worked report and forward to Human Resources and Sponsored Programs		F			E			Reg		
Respond to EDD information requests		F			M		Imp			
5.2 Continuous Review, Reconciliations and Corrections					E					
Reconcile payroll accounts (???)	F				E			Reg		
Reconcile clearing account	F				E			Reg		
Reconcile vacation account		F			E			Reg		
Check Fringe Benefit Rates of all current employees		F			E		Imp			
Generate cost-transfer requests to Sponsored Programs due to incorrect payroll allocations		F		F	M		Imp			
Generate cost-transfer requests to Accounting Supervisor due to incorrect payroll allocations		F		F	M		Imp			
5.3 Retirement Benefits					E					
Add and terminate participants		F			E		Imp			
Process retirement account loans through ADP		F			A		Imp			
5.4 Employee Relations					E					
Request stop-payments and reissue checks for lost or never received checks		F	F		E		Imp			
Garnishments: Notify employees, respond to government, process through ADP		F	D		A		Imp			
5.5 International Taxation (Glacier)					A					
Track new required employees (Non Resident Aliens Tax - NRAT)		F			A			Reg		
Manage files and records		F			M			Reg		
Assist with online applications		F			M			Reg		
Monitor expired visa deadlines		F			A			Reg		
Terminate inactive NRAT employees		F			A			Reg		

S = Supervisory Resp.
F = Functional Resp
D = Deputy

A Automated (PeopleSoft, ADP, eTIME)
E Electronic (Excel, Word, Email)
M Manual