

**HUMAN
RESOURCES**

PAYROLL

WORKING TOGETHER



60%

**HUMAN
RESOURCES**



40%
PAYROLL

Pain Points

Payroll won't pay last minute

Payroll didn't double deduct

Payroll didn't get HR approval

No responses

Paperwork submitted late

Sub jobs unreconciled

Changes were never shared



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Departments are blamed to employees

Meetings held without affected departments invited

One dept. answering the other ones questions

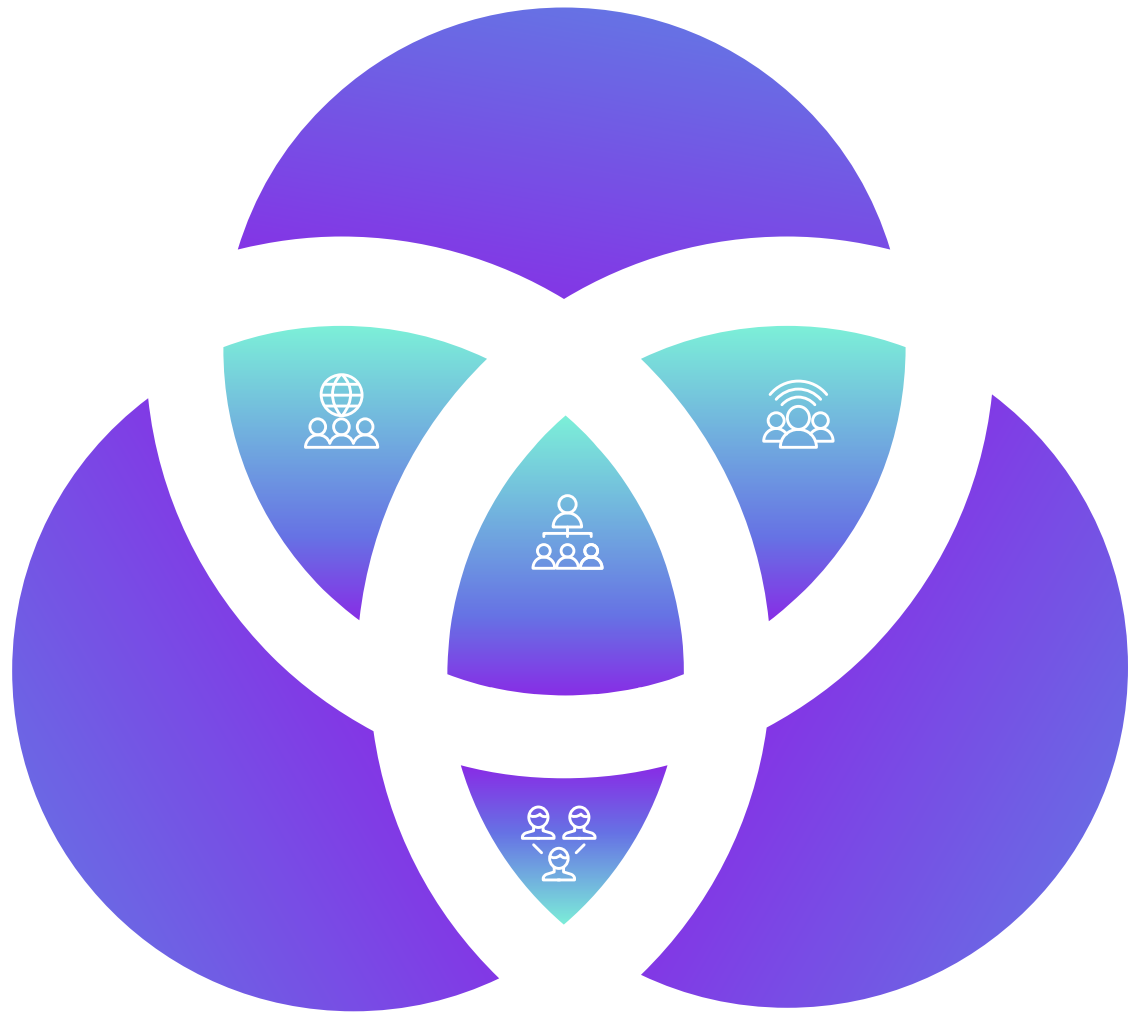
Other



HOW IS THIS GOING TO WORK?

- Goals*
- Responsibilities/Duties*
- Who*
- Problem Solving*





Goals

Adhere to Laws and Policies

Accuracy

Ethical

*Employee is Handled with Care
and Treated Fairly*

Other

Responsibilities Divided

Human Resources

- Design compensation plan
- Placement for all staff
- Create stipend schedule
- Meet with all new hires
- Benefits/FMLA
- Notify corresponding dept.'s
- Submit all new hire, changes & terms to payroll

Payroll

- Process all new hire, changes & terms from HR
- Process time sheets
- Allocate & audit leave
- Correct budget for pay
- Disburse pay to employees
- Pay all deductions from employees checks

Roles and Responsibilities of Payroll and Human Resources, according to TASB

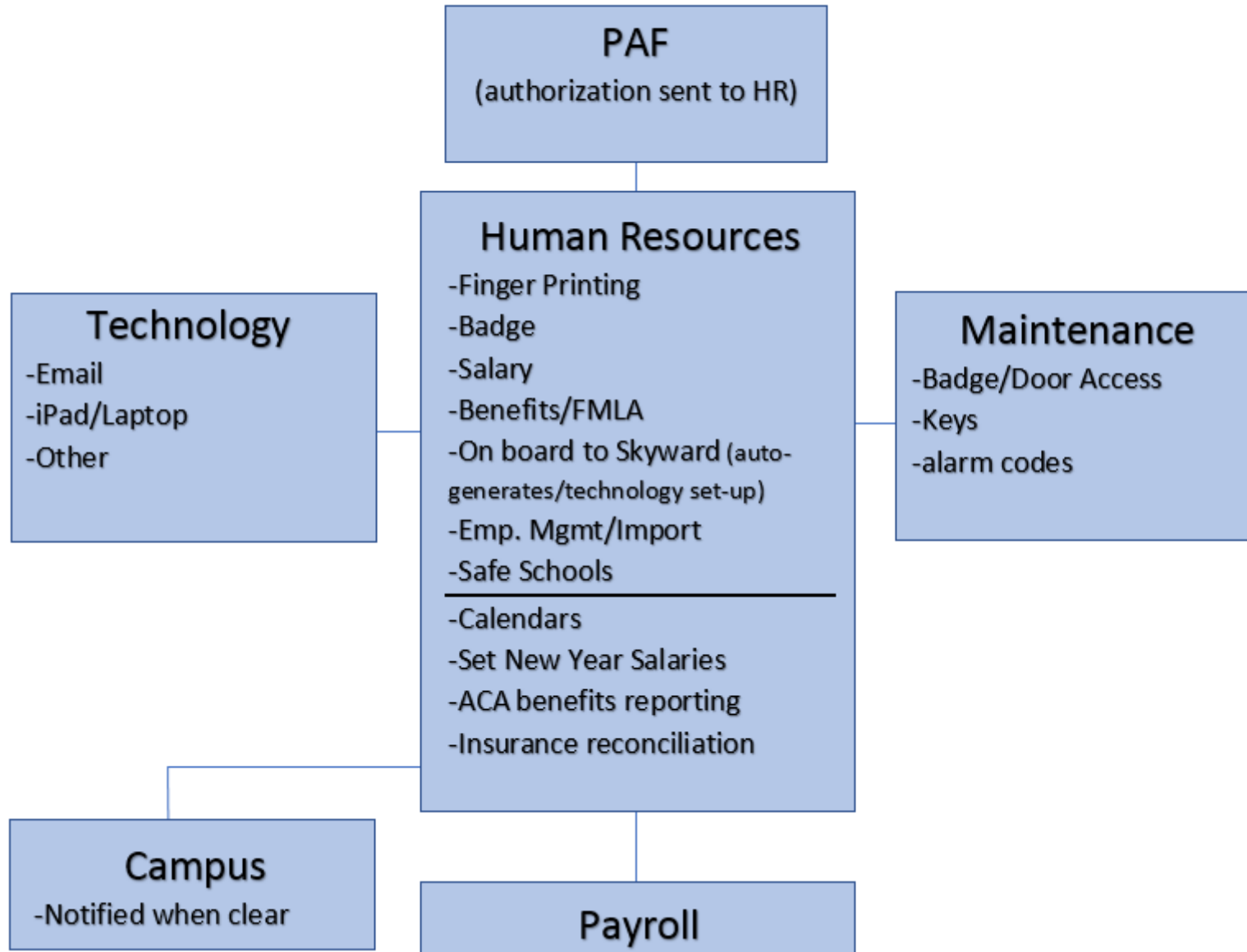
- HR determines gross pay and payroll determines net pay
- Employees are best served when both payroll and HR are able to respond to employee questions and when both sides fully understand the purpose, processes, and systems used by both sides.
- HR needs to understand the deadline pressure and lack of flexibility required to produce payroll and be responsible for submitting the data that payroll needs in a timely manner—even when documentation may not be complete.

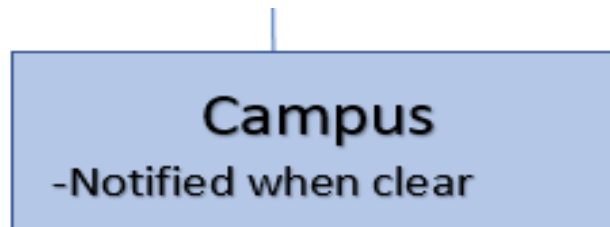
Roles and Responsibilities of Payroll and Human Resources, according to TASB

- Requests to pay all stipends (teaching, travel, extracurricular, etc.) should be screened and authorized by HR, not submitted directly to payroll from district managers.
- Leave benefits should always be managed jointly with HR because leave management should include absence control strategies.



Organization Chart for HR & PR





Let's Problem Solve

- *Transparency – keeps you honest*
- *Nothing is single checked. EVERYTHING gets a double check.*
- *Say YES sometimes*
- *For every negative mentioned, say a positive.*
- *Sit with HR for a new hire meeting or a whole on-boarding process.*
- *Sit with PR for a whole payroll process.*
- *Answer the phone!*
- *Monthly meetings work better with food*
- *Go to lunch together*



FMLA Meeting with HR & PR for Employees

- Employee notifies HR of need for an extended absence
- Benefit person in HR has a canned email that goes out with necessary forms attached. This email notifies the employee of their options & what Administration will need.
- An actual meeting is set with HR, PR & the employee (spouse is welcome)
- This meeting takes about 20 minutes. The following is covered:
 - Disability
 - Leave available
 - Unpaid leave amount (dock amount)
 - Obtaining a sub
 - Insurance & Daycare if it is for a newborn
 - Start & return date for the employee

FMLA PAY FORECAST



NAME: Eanes Employee

DATE: 3/6/2019

DATES EXPECTED TO BE OUT: 3/29/19-5/31/19

RETURN ON: 19-20 School Year

NUMBER OF DAYS EXPECTED TO BE OUT: 44

BALANCE OF DAYS TO USE FROM YOUR BANK:

| | 18-19 |
|----------------------|-------|
| LOCAL | 0.5 |
| STATE | 5 |
| CALNDR | |
| OTHER | |
| TOTAL DAYS AVAILABLE | 5.5 |

LAST LEAVE WAS POSTED: 1/24/2019

DAYS TO BE USED: 44
 DAYS EARNED: 5.5 -

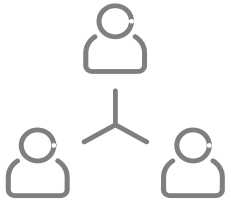
TOTAL DAYS TO BE DOCKED: 38.5 X
 DAILY RATE OF PAY: 258.69 = \$9,959.57
 AMOUNT TO BE DOCKED

NUMBER OF CHECKS TO SPREAD OVER: 6 = 1659.93 AMOUNT TO DOCK PER CHECK
 March - August 2019

AMOUNT PREVIOUSLY DOCKED _____ = _____ REMAINDER TO DOCK OVER _____ CKS= _____ PER CHECK.

*NOTE PLEASE NOTE THAT THIS ONLY AN ESTIMATE OF YOUR PAY AND IS SUBJECT TO CHANGE BASED ON LEAVE BALANCES AND RETURN DATE. IF YOU ARE OUT MORE OR LESS DAYS THAN EXPECTED, THIS WILL CHANGE THE AMOUNT OF DOCK.

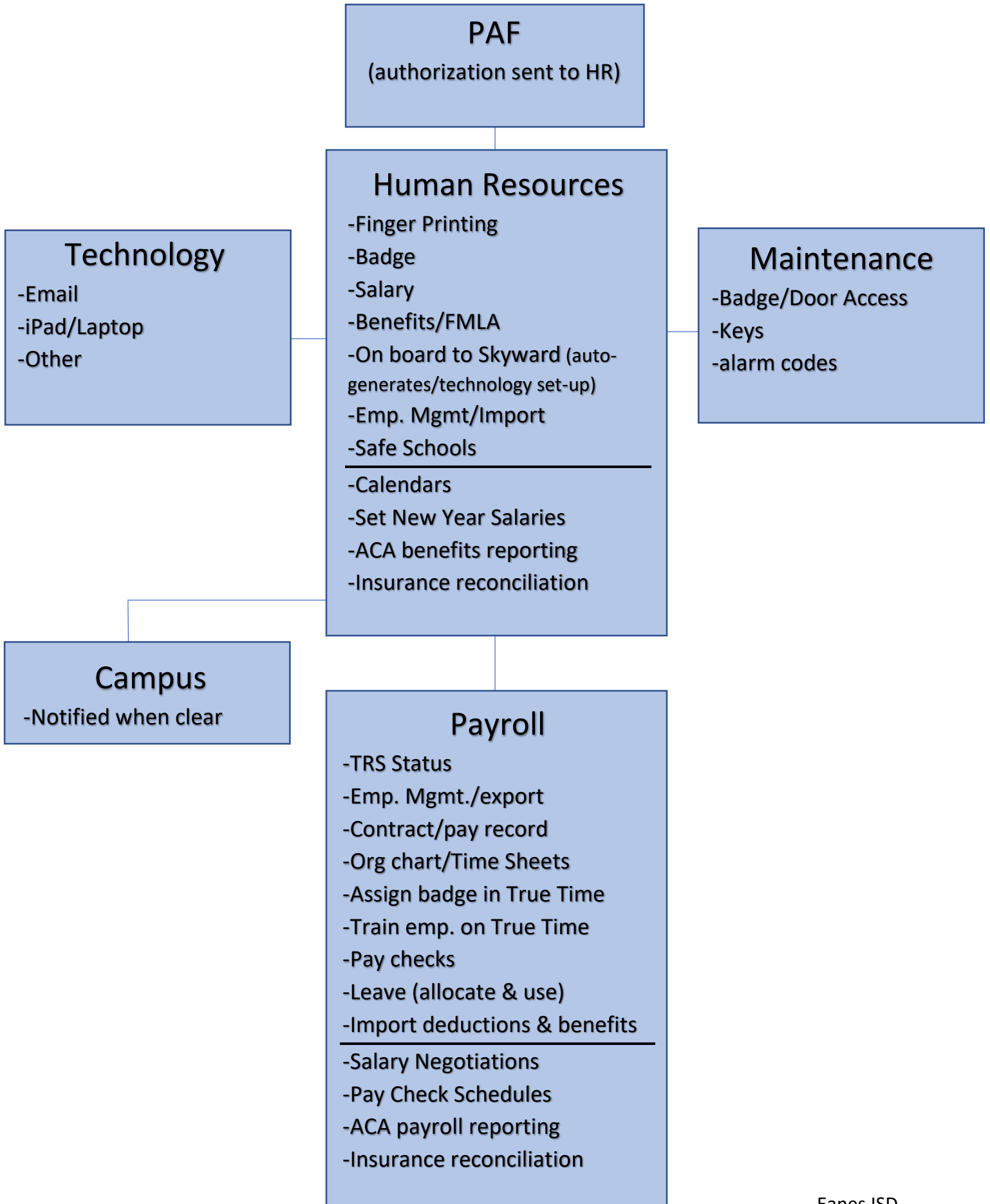
**NOTE IF YOUR DOCK IS LARGER THAN YOUR GROSS PAY, YOU MAY NEED TO SELF-PAY ANY INSURANCES.



Thank You

Eanes ISD

Organization Chart for HR & PR



Roles and Responsibilities of Payroll and Human Resources

Division of Responsibility

- Neither department should be solely responsible for all pay activities—dividing responsibilities between HR and Finance provides a check and balance against fraud and errors. Placing payroll under the authority of HR is not advisable for this reason.
- HR should provide the expert leadership in determining what to pay and payroll should execute the processing transactions to disburse and account for payroll funds. HR determines gross pay and payroll determines net pay.
- HR's leadership role should encompass design and implementation of the compensation plan; calculating individual employee pay adjustments and pay placement for new hires. HR should directly enter the pay calculations that are made into the payroll system.

Access to Systems

- Access to data system screens should be divided between those screens that set up the amounts to pay individual employees and those screens that process fund expenditures for paychecks.
- Only HR should have access to data entry screens for entering pay amounts; only payroll should have access to screens that set up and process fund expenditures. This arrangement prevents payroll from making pay changes without authorization and prevents HR from accessing payroll funds. Errors are more likely to be noticed and caught by one side or the other.

Working Together

- Both HR and payroll should have view only access to any restricted screens. Employees are best served when both payroll and HR are able to respond to employee questions and when both sides fully understand the purpose, processes, and systems used by both sides.
- HR needs to understand the deadline pressure and lack of flexibility required to produce payroll and be responsible for submitting the data that payroll needs in a timely manner—even when documentation may not be complete. Payroll needs to understand that pay systems are designed to support the recruiting and retention needs of the district and not necessarily to support payroll software applications.

Control of Stipends

- Requests to pay all stipends (teaching, travel, extracurricular, etc.) should be screened and authorized by HR, not submitted directly to payroll from district managers.
- The district compensation plan should have a clear and documented stipend schedule that is consistently applied to all campuses.

- If stipend allowances are provided for principal use, these should be limited to small amounts (i.e., clubs and event sponsors) per teacher.

Managing Benefits

- Benefits may be handled in risk management, HR, or payroll. If the district has a strong stand-alone risk management department with its own leadership, that is usually a good place for benefits. Benefits may encompass workers' comp., unemployment comp., leave benefits, insurance, and other.
- Leave benefits should always be managed jointly with HR because leave management should include absence control strategies. HR is responsible for classifying and monitoring leave properly (i.e., TDL, FMLA, personal, sick, pools, etc.) and implementing strategies to control absenteeism.
- Payroll is responsible for entry of leave accrual and usage in the payroll system and deducting from pay when needed. Both parties should work to ensure that excess benefits are not provided with district funds. Campuses and departments should report employee absences directly to HR which should then provide the proper response to parties involved and provide direction to payroll.

Control of Overtime

- A district policy is needed to provide direction on the use of compensatory time. HR defines the procedural rules for handling overtime (who qualifies, who approves overtime, reporting, etc.) and payroll is responsible for entering the time worked and calculating what is owed to the employee.

| Summary of Division of Responsibilities | |
|---|---|
| HR | Payroll/Finance |
| Provide leadership in determining what to pay | Authority for payroll is assigned to Finance |
| Design and implement compensation plan | Process transactions to disburse and account for payroll funds |
| Calculate employee pay adjustments and pay placement for new hires | Determine net pay |
| Enter pay calculations and employee data into payroll system | Data entry is limited to data screens that set-up and process fund expenditures |
| Has view-only rights to data screens that set-up and process fund expenditures | Has view-only rights to data screens showing pay calculations |
| Submits data needed by payroll in timely manner | |
| Screen and authorize payment of all stipends | Disburse stipend funds to employees |
| Create and maintain a clear and documented stipend schedule | |
| Consistently apply stipend schedule to all campuses | |
| Limit stipend allowances for principal use to small amounts per teacher | |
| Implement strategies to control absences (HR or RM when there is a stand-alone RM department) | |
| Designate and monitor leave usage (HR or RM when there is a stand-alone RM department) | Enter leave accrual and usage in payroll systems and process pay deductions as needed |
| Define procedural rules for handling overtime | Enter time worked and calculates amounts owed to employees |