ABC 2014 Fall Summit

Master Payroll Certification (MPC) - Approval

September 9, 2014

abc.afd.calpoly.edu
Class Objectives

- Understand the purpose of Master Payroll Certification (MPC)
- Understand the calendar of events
- Understand the system
What is MPC?

- Master Payroll Certification (MPC) is the process where managers approve that their salaried (*negative attendance*) employee is eligible to receive a paycheck on “Master Payday”
- MPC is an online certification process
- MPC is not the same as Absence Management Self Service (AMSS)
  - MPC = approve attendance and job
  - AMSS = approve leave usage and hourly payroll
Definition of Terms

- **Payroll Attendance Roll Code Types:**
  - Negative Attendance: Payment is made based on anticipated time (salaried employees)
  - Positive Attendance: Payment is made based on actual hours worked (hourly employees)

- **Negative Attendance Employees:**
  - Pay will issue the same each month unless we change the details or report a DOCK

- **Positive Attendance Employees:**
  - Failure to record time will result in the employee not being paid
Challenges to Negative Attendance

- Two systems that don’t talk to each other: PeopleSoft and State Payroll System
- Separation of duties: HR/Academic Personnel vs. Payroll Services vs. State Cashier’s Office
- We don’t physically see the employees we pay
How does Payroll use MPC?

MPC = Bridge

PeopleSoft

Payroll Pay System Entry

State Controller’s Office

University Cashier’s Office

Paycheck

Academic Personnel Job Data Entry

Human Resources Job Data Entry

Employee Attendance Tracking

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Why do we need to do this?

- Complies with the State Policy
- Provides checks and balances between Payroll Services and the Department
- Goal = accurate paycheck is released to the employee:
  - Avoid over or under payment
  - Accurately account for all personnel actions in the department that affect salaried employee pay
  - Account for leave without pay
Calendar of Events

Initial MPC: Two days before checks are cut in Sacramento
Payroll calendar symbol “#”

Final MPC: Day before Master Payday
Payroll calendar symbol “?”
How do I get there?

- My Cal Poly Portal
  - Personal Info Tab
  - My Job Tasks

![My Job Tasks](image)

approve master payroll certification (MPC)
**Tip**: Entering only the state “Pay Period End Date” and hit “Search” will bring up all groups you have security to approve
What am I looking for?

- Are they on the list?
- Standard? Y or N
- FTE correct?
- Are Docks reflected?
How do I approve?

**Oracle CSU Authorize Master Payroll**

- **Business Unit:** SLCMP  Cal Poly, San Luis Obispo
- **Group ID:** 12620  Payroll Services
- **Pay End Date:** 11/30/2010

### CSU Authorize Payroll Warrants

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<th>First Name</th>
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- **Select All**
- **Deselect All**
- **Save**
- **Return to Search**
- **Preview in List**
- **Next in List**
- **Notify**
Contact assigned Payroll Technician if:

- Employee is missing from list
- Employee is on list, but should not be
- Dock hours are incorrect
- Days/Hours worked are incorrect
- FTE shown is incorrect (i.e. 1.00 but s/b .80)
- Employee is on disability and shows Standard=Y

Payroll will advise on next steps to correct…
Final MPC

- Last chance before paychecks are released
- Check page 2 for any new information
- No online action necessary if no changes

No Employees in list = no online action needed
PeopleSoft does not know the academic calendar or pay plan
Generally approving four paychecks per quarter
August MPC may not reflect correct FTE (4th winter quarter check)
Upgrades coming in PeopleSoft version 9.2
Tips for Success

- Coordinate with your MPC Timekeeper
- Click on “View All” to ensure you check all employees
- If you miss the Initial MPC window, approve page 1 during Final MPC
- Save your work
- Online approvals travel with you!
- Report corrections to Payroll ASAP
Questions for me?

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