ABC 2014 Fall Summit

Master Payroll Certification (MPC) - Review

September 9, 2014
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

Paycheck

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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 “?”

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How do I get there?

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

[Timekeeper Leave Balance Inquiry, Review]
[Timekeeper Absence Review, Review]
[Timekeeper Absence Entry, Enter]
[Review Master Payroll Certification (MPC), Review]
[Manage Student Payroll, Approve]

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**Tip**: Entering only the state “Pay Period End Date” and hit “Search” will bring up all groups you have security to review.
What am I looking for?

- Are they on the list?
- Standard? Y or N
- Are Docks reflected?
- FTE correct?

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## CSU Authorize Master Payroll

**Business Unit:** SLCMP  
**Group ID:** 12620  
**Pay End Date:** 08/31/2014

### CSU Authorize Master Payroll Warrants

**Run Date:** 08/18/2014

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### Additional Options

- **Save**
- **Return to Search**
- **Previous in List**
- **Next in List**
Corrections?

- 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 $\text{Standard}=\text{Y}$

Payroll will advise on next steps to correct…
Leave Without Pay (Dock)

- Dock entry through Absence Management Self Service (by Employee, TK or Approver)
- Must be approved by Manager online to show on MPC
- “Known” dock entry deadline is % sign on Payroll Calendar (day before Initial MPC)
- Important: Any further docks must be reported in AMSS daily during the period between Initial MPC and Master Payday
- Call in to Payroll any docks on Payday by 9 a.m.
Final MPC

- Last chance before paychecks are released
- Check page 2 for any new information
- Page 2 is empty…should it be?

No Employees in list = no online action needed
PeopleSoft does not know the academic calendar or pay plan

Generally approving four paychecks per quarter for Faculty

August MPC may not reflect correct FTE (4th winter quarter check)

Double check FTE at start of new quarter for Temp Faculty

Upgrades coming in PeopleSoft version 9.2
Tips for Success

- Coordinate with your MPC Approver
- Click on “View All” to ensure you check all employees
- If your approver misses the Initial MPC window, can approve during Final MPC
- Report corrections to Payroll ASAP
- Ensure all docks are entered and approved in AMSS by Final MPC
- Call in docks by 9 a.m. on Master Payday
Questions for me?

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