Master Payroll Certification (MPC) - Approval

September 9, 2015

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

Separation of duties – Hire and Pay

Payroll doesn’t physically see the employees we pay

How does Payroll use MPC?

MPC = Bridge

PeopleSoft  Paycheck
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 “?”
MPC Approver

MPC Reviewer

**Tip:** Entering only the state “Pay Period End Date” and hit “Search” will bring up all groups you have security to approve
Two MPC Roles

<table>
<thead>
<tr>
<th>MPC Reviewer</th>
<th>MPC Approver</th>
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</thead>
<tbody>
<tr>
<td>Typically a department timekeeper or HR/Payroll liaison</td>
<td>Must be MPP (manager) with budget/employment authority for the department</td>
</tr>
<tr>
<td>Keeps track of department hires/termination and FTE</td>
<td>Approves “Dock” in AMSS prior to MPC to reflect online</td>
</tr>
<tr>
<td>Keeps track of department Dock time (leave without pay)</td>
<td>Approves MPC online by checking “correct” as appropriate</td>
</tr>
<tr>
<td>Reports any variances immediately to Payroll and MPC Approver</td>
<td>Coordinates with MPC Reviewer</td>
</tr>
<tr>
<td>Has no online action – review only</td>
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MPC Reviewer

CAL POLY
SAN LUIS OBISPO

CSU Authority Master Payroll

Business Unit: SLOMP
Group ID: 12120
Pay Self Date: 08/31/2014

CRU Authority Master Payroll Warrants

Run Date: 08/13/2014
What am I looking for?

Are they on the list?

Standard? Y or N

Employee

FTE correct?

Are Docks reflected?
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 \textbf{Standard=Y}

\textit{Payroll will advise on next steps to correct…}

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Academic Master Payroll

- PeopleSoft does not know the academic calendar or pay plan
- Generally approving four paychecks per quarter
- August MPC may not reflect correct FTE (4\textsuperscript{th} winter quarter check)
- Upgrades coming in PeopleSoft version 9.2
Final MPC

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

Tips for Success – MPC Reviewer

- 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
Tips for Success – MPC Approver

- Coordinate with your MPC Reviewer
- 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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