ABC 2015 Fall Summit

Master Payroll Certification (MPC) - Approval

September 9, 2015

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

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

- Approve Time and Absences
- Approve Master Payroll Certification (MPC)
- Manager Leave Balance Inquiry
- Manager Absence Entry

MPC Reviewer

- Timekeeper Leave Balance Inquiry
- Timekeeper Absence Review
- Timekeeper Absence Entry
- Review Master Payroll Certification (MPC)
- Manage Student Payroll
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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<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 – <em>review only</em></td>
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What am I looking for?

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

Payroll will advise on next steps to correct…
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
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…*but should there be?*
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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