ABC 2016 Fall Summit

Master Payroll Certification (MPC) – Review & Approval

September 9, 2016

Class Objectives

- Know why Master Payroll Certification (MPC) is necessary
- Identify MPC deadlines using the Payroll Services calendar
- Use MPC to review/approve salaried employee pay
What is MPC?

- Master Payroll Certification (MPC) is an online certification process where managers approve their **salaried** employee is eligible to receive a paycheck on “Master Payday”

- MPC and Absence Management Self Service (AMSS) are not the same
Attendance Roll Code Types

<table>
<thead>
<tr>
<th>Negative Attendance : Salary</th>
<th>Positive Attendance: Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPC used to approve attendance and job classification/FTE</td>
<td>Timesheet used to record attendance</td>
</tr>
<tr>
<td>AMSS used to record leave usage</td>
<td>AMSS used to record leave usage</td>
</tr>
<tr>
<td>Paycheck based on anticipated time worked</td>
<td>Paycheck based on actual hours worked</td>
</tr>
<tr>
<td>Paycheck will be the same each month unless we change the details or report a DOCK</td>
<td>Failure to record time will result in the employee not being paid</td>
</tr>
</tbody>
</table>

Why do we need to do this?

- Comply with State Policy
- Provide checks and balances between Payroll Services and Department
  - Payroll doesn’t physically see employees we pay
- Goal = Accurate paycheck
  - Accurately account for personnel actions in the department that affect salaried employee pay
  - Account for leave without pay
When do we need to do this?

% - Dock must be approved by noon to appear on Initial MPC

# - Initial MPC: Two days before checks are cut in Sacramento

? - Final MPC: Day before Master Payday

MPC is a snapshot in time and does not update

Who needs to do this?

<table>
<thead>
<tr>
<th>Role: MPC Reviewer</th>
<th>Role: MPC Approver</th>
</tr>
</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>Tracks department Dock time (leave without pay), hires/termination, and FTE</td>
<td>Approves “Dock” in AMSS prior to MPC to reflect online</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>
<td>Approves MPC online by checking “correct” as appropriate and sends email to Payroll Analyst regarding all unapproved employees</td>
</tr>
</tbody>
</table>
Where do I find MPC?

my.calpoly.edu/personal info

MPC Approver

MPC Reviewer

How do I use MPC?

**Tip:** Enter only the state “Pay Period End Date” and hit “Search” to bring up all groups you have security to approve
How do I use MPC?

What am I looking for?

Are they on the list?

Standard? Y or N

FTE correct?

Are Docks reflected?
Final MPC: Why am I doing this again?

- Last chance before paychecks are released
- Initial MPC: Page 1 and does not change
- Final MPC: Page 2 and reflects changes:
  - Days Worked, Dock, New or Separating employees, Job Code

No action necessary if no changes

What do I do if I find errors?

Contact Assigned Payroll Analyst

Payroll will advise on next steps to correct…
Academic Master Payroll

- PeopleSoft based on Gregorian calendar
- Generally approving 4 paychecks per quarter
- August MPC may not reflect correct FTE (4th winter quarter check)

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>January</td>
<td>April</td>
</tr>
<tr>
<td>October</td>
<td>February</td>
<td>May</td>
</tr>
<tr>
<td>November</td>
<td>March</td>
<td>June</td>
</tr>
<tr>
<td>December</td>
<td>April – if no Spring appt.</td>
<td>July</td>
</tr>
<tr>
<td></td>
<td>August – if Spring appt.</td>
<td></td>
</tr>
</tbody>
</table>

Tips for Success

- Coordinate with MPC Approver/Reviewer
- Click “View All” to ensure you check all employees and “Save” when finished
- If MPC 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
- Online approvals travel with you
Questions?

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