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 for eligibility to receive a paycheck on “Master Payday”

- MPC and Absence Management Self Service (AMSS) are not the same
What is MPC?

MPC = Bridge

PeopleSoft

Paycheck

Academic Personnel Job Data Entry
Human Resources Job Data Entry
Employee Attendance Tracking
Payroll Pay System Entry
State Controller’s Office
University Cashier’s Office
## 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?

**CSU Authorize Master Payroll**

**Business Unit:** SLCMP  Cal Poly, San Luis Obispo
**Group ID:** 12620  Payroll Services
**Pay End Date:** 08/31/2016

**CSU Authorize Master Payroll Warrants**

<table>
<thead>
<tr>
<th>Correct</th>
<th>Empl ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Empl Rcd#</th>
<th>DeptID</th>
<th>Dept Date</th>
<th>Job Code</th>
<th>Standard</th>
<th>FTE</th>
<th>Days Worked</th>
<th>Hours Worked</th>
<th>Hours Docked</th>
<th>Reports To</th>
<th>CIRS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 126200</td>
<td></td>
<td></td>
<td>11/28/2011</td>
<td>1038</td>
<td></td>
<td>N</td>
<td>1.000000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 126200</td>
<td></td>
<td></td>
<td>03/06/2006</td>
<td>1038</td>
<td></td>
<td>Y</td>
<td>1.000000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 126200</td>
<td></td>
<td></td>
<td>02/01/2010</td>
<td>1038</td>
<td></td>
<td>Y</td>
<td>1.000000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 126200</td>
<td></td>
<td></td>
<td>09/18/2006</td>
<td>1038</td>
<td></td>
<td>Y</td>
<td>1.000000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 126200</td>
<td></td>
<td></td>
<td>09/15/2006</td>
<td>1038</td>
<td></td>
<td>Y</td>
<td>1.000000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 126200</td>
<td></td>
<td></td>
<td>07/31/2014</td>
<td>1032</td>
<td></td>
<td>Y</td>
<td>1.000000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 126200</td>
<td></td>
<td></td>
<td>03/02/2016</td>
<td>1032</td>
<td></td>
<td>N</td>
<td>1.000000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Save**  **Return to Search**
What am I looking for?

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

- Employee on disability and shows Standard=Y
- Dock incorrect
- FTE incorrect
- Employee missing
- Days/Hours worked incorrect
- Employee in on list, but should not be

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>Academic Pay Plan</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
<td><strong>Winter Quarter</strong></td>
<td><strong>Spring Quarter</strong></td>
</tr>
<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. August – if Spring appt.</td>
<td>July</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?

Genae Jenkins
Analyst, Payroll Services

gbrown06@calpoly.edu
6-5100