

Quick Start Guide : Master Payroll Certification (MPC)

Master Payroll Certification is the process of approving both attendance (number of days paid) and job information for each salaried state employee at Cal Poly. These records must be approved by the authorized department approver by the deadlines listed on the University [Payroll Calendar](#).

Please note: This is a separate process from the Absence Management Self Service online leave and pay approval. MPC is for approval of salary master payroll warrants.

Monthly Payroll Approval Due Dates Overview		
Task One: Initial MPC	Task Two: Final MPC	Task Three: Leave Time and Positive Pay Request Approvals
2 days: 3 rd week each month (specific dates vary)	1 day: The day before master pay day (last day of the pay period)	Approvals done by the 3 rd business day of the following pay period

MPC Process Overview

The Master Payroll Certification online page displays a list of active employees during a specific pay period. Job information on this page is reflective of any changes that have been received and processed by Human Resources or Academic Personnel since the last MPC cycle. Additionally, any DOCK or leave without pay hours reported to Payroll Services should be reflected. The list of employees you see are those you have security to review or approve. These are usually grouped by department or program.

The MPC page is updated twice a month, in two “runs” or snapshots:

Initial MPC: Two days to review/approve, right before the checks are issued in Sacramento

Final MPC: One day to review/approve, right before checks are released to employees

Department MPC Reviewers and Approvers must evaluate MPC for accuracy, approving only those rows of information that are correct. Both “initial” and “final” runs require attention.

Notification of due dates as they occur: Payroll Services will notify by email all MPC Timekeepers and MPC Approvers when the due dates approach each month.

MPC Roles and Responsibilities

MPC Approver: Manager or Department Chair authorized to approved master payroll. Checks the appropriate boxes and submits approval online.

MPC Timekeeper: Department timekeeper or reviewer with “view only” access. ***No online actions.*** When your review is complete, alert your department MPC Approver.

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MPC Due Dates

Due dates are reflected on the Payroll Calendar each pay period with the following symbols:

Initial Master Payroll Certification (MPC) #

Final Master Payroll Certification (MPC) ?

April 2023							AY21	Days 21
S	M	T	W	T	F	S		
						1		
2	3 ^s 3 [*] +	4	5 [▲]	6	7	8		
9	10	11	12	13 _!	14 [●]	15		
16	17 [%]	18 [#]	19 [#]	20	21	22		
23 [^] 23 ³⁰	24 ^①	25 ⁽⁾	26	27	28 [?]	29		

MPC Navigation and Actions

1. Log in to the My Cal Poly Portal. Click on the “Personal Info” tab:



2. Scroll down the page to the “My Job Tasks” section.
 - a. **MPC Reviewers** (non-management support): Click on Review next to “Review Master Payroll Certification (MPC)”
 - b. **MPC Approvers** (department and program management): Click on Approve next to “Approve Master Payroll Certification (MPC)”



The link will take you directly into PeopleSoft “CSU Authorize Master Payroll”

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CSU Authorize Master Payroll

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit:

Group ID:

Pay Period End Date:

Search

Clear

Basic Search



Save Search Criteria

1. Enter the “Pay Period End Date” and click the Search button. All group IDs of employees you have security to view/approve will automatically list for you. Click on each one to perform your review/approval.
2. Evaluate the list of employees:
 - a. Does the list contain an employee that should not be paid for that pay period?
 - b. Does the list not contain a new salaried employee that should be paid?
 - c. Is the FTE (Full Time Equivalency) correct? Especially for temporary faculty that work different time bases each quarter. Does the FTE match what was on the 101 and/or Job Data?
 - d. For mid-month hires or separations, do the number of days worked match?
 - e. For employees with leave without pay (dock), do the days/hours docked match?
3. **To Approve:** Where all information displayed is accurate, click the “Correct” box next to the employee to indicate it should be used to drive the employee’s pay for the month. **Click Save.**

ORACLE

Home | Worklist

Time and Labor > CSU Time and Labor > CSU MPWA > CSU Authorize Master Warrants

CSU Authorize Master Payroll

Business Unit: CSUSU CSU - Semester
Group ID: GPALL GPALL
Pay End Date: 11/30/2010

CSU Authorize Master Payroll Warrants Find | View All First 1 of 1 Last

Run Date: 11/30/2010

Correct	EmpID	Last Name	First Name	Emp Rcd	DeptID	Dept Date	Job Code	Standard	FTE	Days Worked	Hours Worked	Hours Docked	Reports To	CIRS
<input type="checkbox"/>	GP1	Abacus	Art	0	0010	11/13/2007	0400	Y	1.000000				00000014	<input type="checkbox"/>
<input type="checkbox"/>	GP10	Abdo	Ephraim	0	3062	11/13/2007	0450	Y	1.000000				00000556	<input type="checkbox"/>
<input type="checkbox"/>	GP11	Abduco	Perlious	0	3062	11/13/2007	0450	Y	1.000000				00000556	<input type="checkbox"/>
<input type="checkbox"/>	GP13	Abdera	Amato	0	3085	11/15/2007	8350	Y	1.000000				00000675	<input type="checkbox"/>
<input type="checkbox"/>	GP14	Abrevis	Aloysius	0	3085	11/15/2007	8350	Y	1.000000				00000675	<input type="checkbox"/>
<input type="checkbox"/>	GP15	Abnavis	Aeneas	0	2040	11/15/2007	1031	Y	1.000000				00000437	<input type="checkbox"/>
<input type="checkbox"/>	GP16	Abdera	Atapa	0	2040	11/15/2007	1031	Y	1.000000				00000437	<input type="checkbox"/>
<input type="checkbox"/>	GP17	Abvltium	Avicia	0	1272	11/15/2007	1741	Y	0.800000				00000629	<input type="checkbox"/>

Select All Deselect All

Save Return to Search Previous in List Next in List Notify

Important!

**When finished,
click on the SAVE
button**

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4. **To Not Approve:** If the data is found to be incorrect, do not click in the “Correct” box next to that employee. Notify your Payroll contact immediately.

Approve ONLY when all information displayed is accurate. If any one of the displayed pieces of information is NOT accurate, do NOT approve. This does not mean that the employee will not receive pay; instead, it is an alert to Payroll.

Please note: If you are an MPC approver, your department MPC timekeeper may be the one that actually performs this review on your behalf and will notify you when they have completed the audit of any exceptions found, or to let you know there are no exceptions. Then you are able to click approve appropriately.

It is helpful to give Payroll Services an advanced warning if you do see something inaccurate. The best practice is to contact your [assigned Payroll Staff member](#) immediately by phone or email.

Final MPC

Any changes or corrections made in Job Data or Dock entry after Initial MPC should be reflected during Final MPC approval. Navigate to Page 2 to review if any changes occurred and need approval:

CSU Authorize Master Payroll

Business Unit: SLCMP Cal Poly, San Luis Obispo
 Group ID: 12620 Payroll Services
 Pay End Date: 02/28/2013

CSU Authorize Master Payroll Warrants Find | View All First 2 of 2 Last

Run Date: 02/26/2013

Correct	Empl ID	Last Name	First Name	Empl Rcd#	DeptID	Dept Date	Job Code	Standard	FTE	Days Worked	Hours Worked	Hours Docked	Reports To	CIRS
<input type="checkbox"/>				0				Y						<input type="checkbox"/>

The following are the fields displayed on the page, *ALL must be correct to be approved:*

Fields	Definition
EmplID (Employee ID #)	Unique, system-generated identification number assigned to each employee.
Name	Employee name.
Rcd (Job Record #)	Record number assigned to a specific job for a particular employee.
DeptID	Department identification number.
Job Code	Code assigned according to position and job function.

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Standard	Full pay warrant, field value Y for Yes (employee is eligible for a full month's pay) or N for No (employee is not eligible for pay or is only eligible for partial month's pay).
FTE (Full Time Equivalent)	Decimal figure to indicate full or part time (1.0 = full time).
Days Worked	Number of payable days for those employees who are eligible for only a partial month's pay warrant due to mid-month activities such as late hire, unpaid leave of absence, separations, etc.
Hours Worked (if non-standard)	If not eligible for a full month's pay warrant, number of hours to be paid.
Hours Docked	Any identified unpaid hours from the Absence Management module due to insufficient leave coverage or other issues.
Reports To	This field is currently being used to display the department ID the employee was previously in during the current pay period (i.e. changed depts.. mid-month)