



Data Entry in Payroll Processing

HR production is available to users on the first day of monthly payroll processing. Use this document to learn the benefits and consequences of entering data into HR Production during this time.

Database Access on First Day of Monthly Payroll Processing

- Posted deadlines to update/approve position or job data for the current payroll apply.
- Payroll processing follows the time collection-approval deadline (normally 5 p.m.). Refer to the [payroll processing calendars](#) ^[1] for your campus to review specific detail.
- Once payroll processing has started, Employee Services must stop processing hand-drawn warrants, even when the system is available to HR users. (*For payouts necessary due to [Termination for Cause](#)^[2], contact Employee Services immediately.*)
- While HR production is available, users have access to all their normal pages and functions, such as funding distribution, job data, position data and payroll expense transfer components

On occasion, immediate action may be necessary on the "open" payroll processing day to avoid paying an employee incorrectly for the current pay period. Use the chart below to understand impacts that specific types of updates may have on the resulting payroll product.

Type of change	Positive effect	Consequence
Future updates effective AFTER the last day of the current pay period	Enter upcoming changes to position, appointment information or funding sources.	none
Payroll Expense Transfer	Modify payroll distribution(s) for past pay periods.	none

<p>Current CONTRACT change in Job Data</p> <p>effective BEFORE the last day of the current pay period</p>	<p>none ? <i>not recommended</i></p>	<p>The calculated compensation will be updated after payroll entry terminates the person on leave.</p>
<p>Current FUNDING DISTRIBUTION update</p> <p>effective BEFORE the last day of the current pay period</p>	<p>Last-minute funding source changes, if approved, will be used for the current payroll.</p>	<p>If the funding is not confirmed for the current payroll is confirmed, it may be charged to a suspense account.</p>
<p>Current COMPENSATION change in Job Data</p> <p>effective BEFORE the last day of the current pay period</p>	<p>In most cases, the updated compensation amount will be reflected on the current payroll.</p> <p><i>(CONTRACT amounts will NOT be updated; changes should be avoided during payroll processing)</i></p>	<p>HR user is responsible for updating the payroll register after the update and verify that the correct compensation is posted for the employee.</p> <p>**If the row is posted pull deadline is not</p>
<p>Current POSITION change (job code, department, location, reg/temp status)</p> <p>effective BEFORE the last day of the current pay period</p>	<p>In most cases, the position change will automatically insert a related row in Job Data, and the updated fields will be included on the current payroll.</p> <p>HR user must verify that the inserted job data row displays the position update(s) correctly.</p>	<p>HR user is responsible for updating the payroll register after the update and verify that the payroll reflects the position updates.</p> <p>**If this change impacts the job code, both the DATA rows must be updated by the pull deadline, or the payroll will be incorrect.</p>
<p>Current STATUS CHANGE in Job Data (hire, termination, transfer, rehire, short work break, leave of absence)</p> <p>effective BEFORE the last day of the current pay period</p>	<p>In most cases, the inserted action or status change will be reflected on the current payroll.</p>	<p>HR user is responsible for updating the payroll register after the update and verify whether or not the payroll is paid correctly.</p> <p>**If the job action is not posted by the pull deadline, the payroll will be incorrect.</p>

Source URL: <http://www.cu.edu/employee-services/policies/data-entry-payroll-processing>

Links:

[1] <http://www.cu.edu/employee-services/skillssoft/payroll-production-calendars>

[2] <http://www.cu.edu/employee-services/business-partners-ppldr/biz-partner-resources/employee-services-procedures-8>

[3] <http://www.cu.edu/employee-services/business-partners-ppldr/biz-partner-resources/employee-services-procedure-55>